

Terms of Reference

for

A Consultancy for A Mid-term Review

Project: ***“Building resilience to disaster and climate risks of men and women in Ben Tre province, Vietnam”***

(RVNB04)

A mid-term review of Oxfam’s implementation the project *“Building resilience to disaster and climate risks of men and women in Ben Tre province, Vietnam”* from 2012 – 2017 (5 years) is to be conducted to assess the mid-term achievements with reference to purpose, outcomes, impacts, accountability and learning. The mid-term review will also provide capacity building to project partners and Oxfam staff, sharing and learning and recommendations for the on-going implementation of the project.

These Terms of Reference outline the process to be followed:

1. Background

Ben Tre province of the Mekong River Delta in Vietnam is one of the most vulnerable provinces to the impacts of climate change and sea level rise, due to the huge number of people living in the Delta in areas less than 1-2 meters above sea level. Inundation and the salinization of currently productive land are very real problems. In addition to the salinity problem, the area is historically prone to seasonal and tidal flooding. With climatic change the floods now reach further inland and last longer. As a result, provincial authorities indicate that salinity is increasing across Ben Tre. This has major impacts on the viability of local agriculture and the availability of safe drinking water. People have to buy more of their drinking water and are using saline water for household uses such as washing.

The goal of this project is to *“Increase the resilience and adaptive capacity of poor people (in particular women) and local authorities to disaster and climate risks in coastal communities in the Mekong Delta of Vietnam”*.

Project Outcomes: The project outcomes can be summarized through three major clusters as follows:

Project Duration: Five years: May 2012 – April 2017

Project Budget: NZ\$ 4,500,000

Project location

The project activities are being implemented in 15 coastal communes in the Binh Dai, Thanh Phu and Ba Tri districts of Ben Tre Province.

Partner name: Department of Agriculture and Rural Development (DARD), Ben Tre Province - Project Implementer

Project beneficiaries

The project will target approximately 100,000 (60,000 women and 40,000 men) as well as 1,000 government officials at commune, district and province levels as direct beneficiaries and 300,000 community members (60% women) as indirect beneficiaries in three districts in Ben Tre Province.

Project components

Cluster 1

Long term Outcome

Increased participatory, effective and equitable Disaster Risk Management by local authorities for poor and vulnerable people (in particular women) in a Climate Change context at all levels

Medium term Outcomes

- Improved disaster and climate risk management capacity of local authority officials
- Increased awareness of male and female community members to the risks of disasters and impacts of climate change
- Increased number and voices of women in decision making processes
- Acceptance of good practices by decision makers for wider application

Short term Outcomes

- Improved knowledge and skills of people and officials in gender sensitive disaster and climate risk management at local levels
- Increased integration of DRR/CCA into SEDP and local plans
- Increased effectiveness of early warning and emergency response
- Enhanced evidence based advocacy work by Oxfam and other stakeholders

Cluster 2:

Long term Outcome

Increased incomes and contribution to ensuring food security of poor women and men through diversified adaptive livelihoods

Medium term Outcome

- Poor and female headed households implementing alternative livelihoods opportunities.

Short term Outcomes

- Increased access of the poor and female headed households to technical and material support for adaptive livelihoods, both on-farm and off-farm
- Enhanced local knowledge and skills in livelihoods adaptation, including market opportunities with clear linkage to government system
- Increased off farm employment opportunities for landless poor

Cluster 3:

Long term Outcome

Reduced water borne disease transmission amongst the poor (in particular women)

Medium term Outcomes

- Increased use of safe water by poor and women headed households
- Improved sanitation and hygiene practices by both men and women

Short term Outcomes

- Improved water quantity and quality for poor and women headed households
- Improved knowledge of men and women in sanitation and hygiene

2. Objectives of the mid-term review

The mid-term review aims to assess the effectiveness, achievements and learning of the project activities already implemented by documenting what was undertaken (process) and evaluating the results (outputs, outcomes, impact); and capturing

lessons learnt with recommendations for the on-going implementation of the project during the second and last phase of the project.

The **specific objectives** of the mid-term review are:

1. To assess:
 - a. the relevance, effectiveness, efficiency, sustainability of the project.;
 - b. how effective have measures been to ensure gender equality and social inclusion;
 - c. the impacts and sustainability of disaster risk reduction and climate change adaptation activities and measures at both an institutional level (commune/district/provincial) and upon local people's lives in the project areas.
 - d. the analysis and learning of Oxfam staff and partners during the implementation of project activities; and
 - e. the practicalities of the monitoring, evaluation framework employed;
2. To examine insights and lessons learned during project implementation, specifically the consideration of ongoing DRR/CCA actions with related stakeholders; including options to strengthen the cooperation and coordination between the Oxfam with other stakeholders, as well as the linkage of project activities to government/local authorities/mass organisations' policy, strategies and programmes;
3. To review and comment on the project Result Measurement Table with regards to its relevance and feasibility in current context, as well as provide specific recommendations for achievable indicators of the expected outcomes until the project end;
4. To create learning opportunities for partners and Oxfam staff to improve the quality of the activities implemented;
5. To build the capacity of team members through an active learning approach, including of Oxfam staff and partners in conducting an evaluation, particularly through the methods and tools to be utilised.

The mid-term review is commissioned by Oxfam. The audiences are Oxfam's partners, project's beneficiaries, Oxfam staff, Oxfam Affiliates, donors and NGOs communities.

3. Stakeholders

The stakeholders to be consulted during this mid-term review should include, but not be limited to the following:

- Project Steering Committee and PMU
- Beneficiaries in the project areas
- Partners involved in implementing the project at different levels:
 - Department of Agriculture and rural development (DARD)
 - Department of Planning and Investment (DPI)
 - Committee for Flood and Storm Control (CFSC) Mass organisations (i.e. Women's Union, Farmer Association (FA)
 - Youth Union and Red Cross) at provincial/district levels
 - International NGOs who are working in the same project area
 - Oxfam staff involved in implementing the project (in both Hanoi and Ben Tre offices).

4. Areas to be reviewed

- Project achievement against objectives (mid-term and long term) to see how far the project has been to reach the goal);
- Whether the resources have been efficiently and effectively used;
- Preliminary assessment of the impact of the project on the community including: the extent to which institutional and community capacity has been increased to plan for and manage the impact of climate change; the level of community participation in project implementation and M&E; the ability to integrate climate change considerations and community needs into provincial planning;
- The effectiveness of the relevant M&E framework and management mechanisms;
- Assessment of the projects' ability to generate results that can be sustained and replicated at a larger scale in the future;
- The effectiveness and sustainability of the partnerships developed by each activity;
- Lessons learned and recommendations for any adjustments to enhance programme performance.

5. Suggested main questions to be addressed

- To what extent has the project achieved its stated goal, objectives and outcomes? What are the positive/negative changes directly or indirectly by the project on the women and men in achieving project objectives and outcomes?

- Do beneficiaries (communities, provincial government, etc) have sufficient ownership, capacity and resources required to achieve the intended results?
- How successful is the project in working together to share lessons and experience across projects and at the national level to allow the programme to add up to more than the sum of its parts?
- To what extent the project has made positive impacts and sustainability initially, which should be more focused and enhanced for good evidence based for replication and advocacy in the coming period.
- What are the key characteristics of successful initiatives under the project, and how can these be adapted to other contexts or opportunities for replication and larger scale implementation?
- To what extent does the project ensure that the needs of the most vulnerable groups, by gender, ethnicity, disability and other relevant factors, have been adequately considered?

6. Methodology

The team leader will be responsible for developing the review design, including identifying methods and developing tools, and a questionnaire following the indicators of the project result measurement framework, in collaboration with the other members of the review team. The design should take into account the following principles:

- A collaborative approach, engaging staff, partners and other key stakeholders as appropriate (e.g. donors) in the design, implementation and review phases.
- A participatory review with particular emphasis on capturing a cross-section of views from the target groups.
- Qualitative and quantitative assessment techniques will be applied for this review.
- In-depth individual interviews, key information interviews, focus group discussions, observations and document review.
- Use of purposeful sampling and qualitative and participatory methods/tools to generate understanding of why changes have occurred, captures lessons learnt e.g. semi-structured interviews, focus group discussions, PRA techniques such as Venn diagrams, ranking and scoring etc.
- Triangulation and cross checking of data through using multiple sources, such as district and commune statistical data/information, and multiple methods.

The review team members have to prepare a technical proposal in English including detailed design and work plan to carry out the tasks to be reviewed and agreed by Oxfam Building for Resilience team no later than 15 December 2015.

Once completed all tasks, team members will provide the reports, including minutes of the meetings, interviews and case studies.

7. Key steps, to be developed further by the review team, are to:

- Preliminary meeting of review team leader and the project team
- Review of project document and other secondary data by the review team members
- Preliminary meeting of consultants with the review team to a) discuss purpose, scope and objectives, b) clarify and priorities of key questions, c) consider design options and d) to assess capacity of team and learning needs.
- Travel to the field
- Draft, discuss and agree on research design by the review team
- Development of tools by the review team
- Piloting, review and adjustment of tools where necessary
- Training the team to use revised tools (if any)
- Developing the implementation plan (targeting, sequencing, roles and responsibilities etc.)
- Conducting field research including debriefing/analysis sessions with the evaluation team at the end of each day and adaptation of methods/tools “on-the-run”
- Preliminary review of findings with team members
- Providing feedback of key findings to main stakeholder groups
- Preparing a draft report
- Giving feedback on the draft report
- Finalizing report in English and Vietnamese
- Presenting report to Oxfam and its partners

8. Team composition

The review team will consist of external independent consultant(s), Oxfam staff, and representatives from its partners. The following members are suggested to be part of the review team:

- a) A team leader (external)
- b) A team member (external)

- c) Oxfam's staff: Humanitarian team
- d) Representatives from partners
- e) Logistic and admin support.

9. Detailed scope of work

The team leader

The specific tasks of the Team Leader of the mid-term review team are to:

- Review relevant background documents including the Terms of Reference for the review team, the project proposal, progress reports and financial updates along with any other documentation important for the needs of the review;
- Develop a review design, including methodologies and tools, in consultation with other team members,
- Coordinate the pilot testing and review of tools as necessary;
- Provide training, advice and support to team members as required;
- Develop an implementation plan for the review;
- Coordinate the implementation of the review process;
- Lead the analysis of the field data;
- Prepare for and lead feedback sessions with key stakeholder groups;
- Undertake any other activities necessary to address the objectives of the review task;
- Draft, finalize and submit reports in both English and Vietnamese (hard copy and soft copy) by the team leader and provide a presentation on the key issues to the review team and a final presentation of the final report to Oxfam and its partners

Team Members

Team members include external members and responsible Oxfam staff and partners. Team members will support the Team Leader during the review mission. Team members will be specifically responsible for:

- Providing inputs to the development of the methodologies and tools and the selection of the sample;
- Participating in the field study, including conducting focus group interviews and interviewing, and sharing results with other team members;
- Assisting the Team Leader with the presentation of interview results to the related audiences;
- Contributing to the data analysis;
- Providing any other assistance required by the Team Leader.
- The external team member will work more closely with the Team Leader on planning and implementation of the mid-term review

10. Outputs

Key outputs would include:

- Review design, methodologies, tools, and review work plan;
- Draft report outline;
- Primary data;
- Draft report: The report should fairly represent the views of the different stakeholders. All findings to be evidence-based, the report will also indicate probable solutions to the problem/issues identified and contain recommendations for future work;
- Final report in Vietnamese and English: The final report needs to include an executive summary of no more than 2 pages. The maximum length for the report will be 30 pages plus appendixes.

11. Governance and management of evaluation

- Oxfam GB's Associate Country Director (ACD) and The Programme Manager for Building Resilience team will be responsible for a) approving the ToR; b) providing advice and support on methodologies; c) reviewing the draft report: d) reviewing the recommendations in the final report and agreeing follow up actions.
- The Mekong Region Project Coordinator will be the review manager and the Project Officer is responsible for ensuring the quality and timeline of the review.
- The ACD will also be involved in the process in terms of providing suggestions to the review team when required, especially the involvement of other programme teams and affiliates.

12. Timetable and reporting

a) Time table

There are five main parts of the review – 1) preparation 2) meeting to prepare for the review mission 3) fieldwork 4) debrief to team members and report draft version and 5) submit the final version of the report.

The following should be done by the consultant(s) in consultation with Oxfam staff/project team before the field research:

- (i) Clarify purpose, scope, key questions
- (ii) Prepare a review design
- (iii) Establish roles and responsibilities within the review team
- (iv) Develop detailed tools, including questionnaires for the field study; and
- (v) Decide on the sample of project beneficiaries (random and purposeful sampling for different purposes) to be interviewed (including an equal mix of men, women, poor and marginalized community members)

Days	Tentative time period	Activity
0,5 days		Clarify purpose, scope, key questions
1,5 days		Conduct project documents desk review
1 days		Develop evaluation tools and design
9 days		Conduct field trip (including travel)
1 days		Team discusses evaluation findings and debrief the mission to Oxfam and partners
5 days		Analyze data and draft report
2 days		Information collection and discussion at national level partners and stakeholders
2 days		Complete the final report with further inputs at national level
2 days		Finalize the final report
24 days		Total

Note: Logistics of the field trips and consultations will be facilitated by Oxfam staff and Project Management Unit staff. Expenses associated with the provincial field trip will be covered by Oxfam under its finance policy.

b) Outputs submission

The draft report of the mission in English (and all note and questionnaires) has to be submitted to Oxfam staff by 15 February 2015 and the final draft report in both English and Vietnamese has to be submitted to Oxfam staff by 1 March 2015

A final report of the mission in English (including all notes and questionnaires) submitted to Oxfam staff by 10 March 2015 and the final report in both English and Vietnamese have to be submitted to Oxfam staff by 15 March 2015

c) Preparation for the consultancy

The criteria for the evaluation team are as follows:

Team leader (the national consultant(s)) should have the following qualifications:

- a) At least a Masters level degree in a relevant field;
- b) Strong knowledge and proven experience in disaster management and climate change adaptation;
- c) Demonstrate 5-8 years experience in management, monitoring and evaluation including the use of quantitative and qualitative methods and participatory tools (development projects/programmes);

- d) Gender equality awareness;
- e) In-depth knowledge of international best practices and methodologies in learning processes such as systematization and capitalization of development projects and programmes;
- f) Ability to lead a multi-disciplinary team;
- g) High level of written and verbal English and Vietnamese communication skills.

Evaluation Team

- a) Good gender balance;
- b) Experience in use of quantitative and qualitative methods and participatory tools;
- c) High level of written and verbal Vietnamese communication skills;
- d) Experience in humanitarian response work is an advantage;
- e) English language skills is an advantage.

Oxfam will provide the consultant and team with the documentation necessary for study in preparation for the mid-term review.

d) **Contact**

Interested candidates are invited to send their Evaluation Proposals (*including CVs, Evaluation Proposal (max. 3 pages) and expected consultancy fee (gross)*) by e-mail to the following focal person:

E-mail: Vmhai@oxfam.org.uk or

Office Address: Vu Minh Hai – Oxfam, 4th floor, 22 Le Dai Hanh, Ha Noi.

Deadline to receive CVs and Review Proposal: **30 November 2014 ...**

Candidates can apply as a team of a leader and a member or individually.

Candidates will only be contacted if invited for an interview.