

## **Terms of Reference for External Mid-Term Review**

<b>Project Title:</b>	Strengthening partnership between Government and Civil Society Organizations (CSOs) to increase access to education for children with disability
<b>Project number:</b>	P140095
<b>Project Period:</b>	May1, 2014 – December 31, 2017
<b>Field of activity:</b>	Human Rights/Social Justice
<b>Country:</b>	Viet Nam
<b>Type of Evaluation:</b>	Mid Term Review (MTR)

### **List of Contents**

- 1 Description of the Intervention
- 2 Purpose of the MTR
- 3 Scope and Focus of the MTR / Evaluative Questions
- 4 Methods and Process
- 5 Deliverables
- 6 Schedule
- 7 Qualifications
- 8 Budget
- 9 Mandator
- 10 How to apply
- 11 Annexes

## DESCRIPTION OF THE INTERVENTION

The project “**Strengthening partnership between Government and Civil Society Organisations (CSOs) to increase access to education for children with disability**” was approved by Caritas Norway with the agreement signed between Caritas Norway and Caritas Switzerland on 28 May 2014. However, the project was officially commenced from November 2014 upon signing of the project agreements between Caritas Switzerland and Ha Noi, Ha Giang Organization of Disable People (DPOs) on October 24, 2014 and with the Institute of Educational Science of Viet Nam (VNIES) on December 5, 2014 the Project has been implementing in two districts (Thanh Tri and Soc Son) of Ha Noi and two districts (Quang Binh and Bac Quang) of Ha Giang province.

**Development goal of the project** is to contribute to implementation of the Convention on the rights of the Child through fulfilment of the Rights to Education for children with disabilities in Vietnam by relevant stakeholders with active roles of Civil Society Organizations. Three impact indicators are:

*Impact indicator 1:* 90% of children with disabilities in project target communes enrolled in primary schools;

*Impact indicator 2:* 100% of respondents representing project stakeholders confirm the project’s contribution to increased enrolment of children with disabilities;

*Impact indicator 3:* 100% respondents representing project stakeholders confirm the project contributes in a way or another to implementation of education policy for children with disabilities;

**The project objective/Outcome** is to increase the recognition of CSOs as active and constructive partners together with other stakeholders in promotion of equal access to education services for children with disabilities.

*Outcome indicator:* 100% respondents representing project stakeholders confirm CSOs play an important role in promoting and ensuring equal access to education service to children with disabilities.

**The four components/outputs and respective indicators** of the project are as follow:

**Output 1:** Joint action plans for Early Identification, Intervention and Inclusive Education (E3ie) from provincial down to school and community levels in Ha Noi and Ha Giang prepared and implemented with participation of related stakeholders i.e. Education, Health and Labour, Invalids and Social Affairs (LISA) authorities, schools, parents of CwDs and active roles of CSOs.

*Indicator 1:* Two Provincial Joint Action Plans (JAP) for E3ie are available and at least 70% respondents confirm good quality;

*Indicator 2:* 100% of the children with disabilities from 0-10 year of age in the project areas received health check, classification and intervention plans and regular consultation.

*Indicator 3:* At least 50% of the children in need in each province receive rehabilitation interventions/tools to better access to education services

*Indicator 4:* 95 % children at enrolment age receive appropriate education services

Output 2: Capacity and network of DPO Hanoi and DPO Ha Giang is strengthened and able to coordinate and participate in provision of E3ie services and advocacy.

*Indicator 1:* DPO Hanoi and DPO Ha Giang have staff/sections capable for E3ie service and advocacy

*Indicator 2:* All staff members have sufficient skills to fulfil their mandate (both admin and professional)

*Indicator 3:* DPO Hanoi and DPO Ha Giang have strong networks with E3ie partners

Output 3: Awareness of related stakeholders and general public on rights to education for children and the roles of CSOs increased.

*Indicator 1:* 100% of the staff members of related stakeholders (i.e. education, LISA, Health government authorities, school and parents are fully aware the rights to education of children with disabilities.

*Indicator 2:* At least 80% of the population in targeted area fully aware of the rights to education of children with disabilities.

Output 4: Policy implications and recommendations (for both policy improvement and implementation) are well documented and followed up by relevant stakeholders

*Indicator 1:* a web-based policy forum on rights to education for children with disability created and well operated

*Indicator 2:* at least 2 policy dialogue events are organized every year

*Indicator 3:* at least 5 policy recommendations are being followed up over the project life

***The key interventions*** of the project are as follows:

- (1) The project will first support the target provinces of Ha Noi and Ha Giang to develop the Joint Action Plans (JAPs) on Early identification, early intervention and inclusive education (E3ie) and to strengthen coordination among partners in action plan implementation.
- (2) Second, the project will develop capacity for DPOs in Hanoi and Ha Giang so that they will be able to coordinate and participate in provision of E3ie services and advocacy.
- (3) Third, the project will support DPOs of Ha Noi and Ha Giang to implement awareness raising campaigns targeting general public as well as government functional bodies on E3ie for children with disabilities.
- (4) Finally, the project will facilitate policy study, learning and dialogue processes to provide policy recommendations and support follow-up actions.

***The target groups*** and their benefit from project interventions are described below:

- 1,000 Children with disabilities in Ha Giang and Hanoi will receive direct support from the project through E3ie services.
- DPO Ha Giang and DPO Hanoi will be strengthened in organizational and staff capacity especially related to E3ie service delivery, advocacy and fund raising as well as visibility.
- Ha Giang and Hanoi Departments of Education and Training (DOETs), Departments of Labour, Invalids and Social Affairs (DOLISAs) and Departments of Health (DOHs) will benefit from JAPs and other supporting activities to increase efficiency of their public services related to E3ie through having JAPs, E3ie and best practices in place.

- 20 Primary Schools (10 in each province of Ha Giang and Hanoi) will be supported to develop and implement E3ie action plans.
- At least 10 teachers in each school in 4 districts (2 districts in each province) will be equipped with sufficient knowledge and skills and support to implement inclusive education services
- 2000 parents of CWDs will receive counsellor services and participate in parent clubs
- Children with disabilities in Vietnam (indirect impact) and their parents in long run and indirectly will benefit from changes in policy and policy implementation related to E3ie by the Government of Vietnam.

The Project was approved by Caritas Norway on May 28, 2014; however, the first activities were only conducted in the last quarter of 2014 due to the late project approval from Vietnamese authorities at provincial and national levels. The limitation in using underspent funds in the next year combined with the significant reduction of the NOK value (official project currency) is likely to put financial constraints on the project implementation the coming year. This requires necessary adjustments and changes in project's objectives, targets, implementation plan and approach.

#### **PURPOSE OF THE MTR**

The MTR of the project “**Strengthening partnership between Government and CSOs to increase access to education for children with disability**” is going to be carried out by independent consultants by April 2016.

The MTR aims to assess the progress and outcomes to date and to review the project approach, methodology, management and coordination systems in order to propose necessary adjustments or changes.

The results of the MTR will be used as evidence-based recommendations for sounding interventions without risking the achievements of the project in the coming period and learning purposes by the main stakeholders: Caritas Norway, Caritas Switzerland, project owners which are CSE/VNIES, Ha Giang and Ha Noi DPOs, relevant partners as provincial Departments as Education, Health and Labour, selected Pre-schools and Primary Schools, etc.

#### ***The main objectives of MTR are:***

- (1) Review and assess the level of up-to-date achievements of the project concerning relevance, effectiveness, efficiency, impact and sustainability, with strong focus on **relevance, effectiveness**, progress and how the **interconnection of four Components** contributes to fully achieve the programme objectives, as well as mainstreaming of cross-cutting issues<sup>1</sup> which are gender equity, women empowerment, do-no-harm and capacity development of local partners, especially civil society organizations<sup>2</sup>.
- (2) Identify strengths and weaknesses in the project – **coordination, communication and implementation.**

---

<sup>1</sup>Appendix I: Project Proposal, P.12

<sup>2</sup>Within the framework of this Project, Civil society organizations represent organizations of people with disabilities, clubs/community-based groups of parents' children with disabilities;

- (3) Identify challenges, lessons learnt and provide **recommendations towards relevant stakeholders** to make needed adjustments in programme's target group, intervention as well as **allocation of fund** in the coming time for the project's success and sustainability.
- (4) Recommend appropriate adjustments of project's design, planning and budget allocations and actual needs of target groups.

**KEY PRINCIPLES OF EVALUATION MISSION: Objectivity, neutrality, transparency and independence.**

#### SCOPE OF WORK

The MTR will address all levels of the project's logical framework: *goals, objectives, results and activities and fund allocation* in respects of evaluation dimensions of **impact, relevance, effectiveness, sustainability, transparency and sound management, vulnerable group** and mainstreaming of *cross cutting issues*, but having a particular focus on **relevance and effectiveness**.

The scope of MTR is represented in the following table:

Evaluation dimentions	Scope
<b>Impact</b>	<ul style="list-style-type: none"> <li>• Positive and negative long-term effects of the project activities, both expected and unexpected, intentional and unintentional.</li> <li>• To evaluate the project's success so far in achieving its outcomes; and any unexpected outcomes observed.</li> <li>• To analyze the risks that are likely to affect the persistence of the project outcomes in medium and long terms;</li> <li>• To assess the likeliness that the project will achieve fully the intended outcomes</li> </ul>
<b>Relevance</b>	<ul style="list-style-type: none"> <li>• To assess key results for target groups – direct and indirect.</li> <li>• To what extent are the objectives of the programme still valid?</li> <li>• Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives and intended impacts and effects?</li> <li>• Coordination with other relevant CSOs (locally/nationally): Duplication/synergy?;</li> </ul> <p>To recommend any adjustments in terms of interventions, approaches, budget allocation and instruments.</p>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>• To assess to what extent the Project's objectives/outcomes/ outputs were achieved, or are expected to be achieved, especially concerning the <b>progress of the project implementation and delivery of outputs</b>;</li> <li>• Cost efficiency: Organizational structure – implementation of programme</li> <li>• Partnership: assessment of cooperation model, including the role</li> </ul>

Evaluation dimensions	Scope
	<p>of project coordinator</p> <ul style="list-style-type: none"> <li>• Results management: are objectives achieved, and on time? To what extent were the objectives achieved / are likely to be achieved?</li> <li>• Can the investments and operative costs be justified in light of the programme objectives, at the different levels of operation (national office, local office)?</li> <li>• Could the same results have been achieved with less funds?</li> <li>• Do the different organizational levels have added value?</li> </ul> <p>To recommend measures to ensure delivery of project results as expected (e.g. any adjustment in terms of objectives, expected outcomes, outputs and project scope, budget allocation and scale of interventions).</p>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• To assess the likelihoods for continuation and replication of project interventions by project stakeholders;</li> <li>• To assess the local ownership of project/programme: in partner organization and in targeted communities.</li> <li>• To assess exit strategies: Efforts made to ensure continuity of results. Diversification/ sustainability of funding and competence/capacity building among project participants and coordinators</li> <li>• To assess methodology: Do No Harm – unintended consequences of methodology applied: Dependency (due to handouts), or conflict (due to preferential treatment or other issues).</li> <li>• To assess major factors influencing sustainability or a lack of sustainability of the programme or project?</li> </ul> <p>To recommend any adjustment in terms of project interventions, approach and tools to improve the sustainability upon project end.</p>
<b>Transparency and sound management/procedures</b>	<ul style="list-style-type: none"> <li>• To assess accountability at all levels in organization/project</li> <li>• To assess how healthy the financial management at all levels in organization/project</li> <li>• Anti-corruption measures</li> </ul>
<b>Vulnerable groups</b>	<ul style="list-style-type: none"> <li>• To assess the mainstreaming of equal opportunities for women and men</li> <li>• To assess the role of women in development and implementation of project</li> <li>• To assess the inclusion of/special needs of people with disabilities</li> </ul>
<b>Cross-cutting issue mainstreaming</b>	<p>To assess how cross cutting issues, in particular gender, have been mainstreamed in project design and implementation;</p> <p>To provide recommendations in order to ensure crosscutting issues are sensitized and mainstreamed throughout project management and</p>

Evaluation dimensions	Scope
	implementation processes.
<b>Conclusion, Lessons and recommendations</b>	To summarize and highlight main findings, lessons and recommendations in order to ensure project relevance, effectiveness, efficiency and sustainability as expected.

## EVALUATION METHODS AND PROCESS

An external evaluation is required in order to present independent analysis for accountability and learning purposes. Participatory methodology is however suggested to stimulate interaction between evaluators and project stakeholders. Suggested methods include, but are not limited to, desk study, triangulation of sources, semi-external evaluation, field observation, focus groups discussions, face-to-face in-depth interviews (based on interview guideline/questionnaire), etc. Consultants are requested to propose methodologies, techniques and tools for approval by Caritas.

The consultant and Caritas will have a briefing meeting to clarify the proposed TOR for MTR. Caritas and its partners will assist in organizing the field visits. Caritas will provide the necessary documents as basis for the evaluation to the consultant. Caritas must be informed in advance about any upcoming difficulties and also approve any proposed adaptation of the MTR plan.

## DELIVERABLES

The consultant is expected to hand all deliverables in English, the following specific deliverables are required:

1. **A detailed inception report** including methodology, tools and process (work plan including dates), timelines, field study plan, report outlines and required logistics. The inception report is subjected to be reviewed and approved by Caritas.
2. **A debriefing of findings and recommendations at the end of the mission in the field for project partners.** The findings and recommendations need to include:
  - An independent assessment of progress and interconnection of four Components made towards realizing the project's objectives;
  - A description/analysis of difficulties/problems that were encountered during the project implementation period so far;
  - An assessment whether funds have been used effectively and efficiently, and how they could be used more effectively and efficiently to deliver sustainable outputs and results by project end;
  - An assessment on the effectiveness of the project's monitoring and evaluation system and recommend ways to promote continuous monitoring and quality control;
  - An assessment on stakeholder ownership and participation in regard to the project's success;

- An assessment of success factors, including facilitating and hindering factors to project management an implementation such as institutional environment, organizational set-up; funding availability, financial management and transfer, etc.
  - Appropriate adjustments of project design, planning and budget.
  - Key lessons learnt, case stories
3. **A completed draft report in English** which covers above-mentioned for review and comments by Caritas.
  4. **Final report** for Caritas review and approval.
  5. **Presentation of MTR results** to Caritas and partners.

### TENTATIVE SCHEDULE

The contract period will be from April 1 to May 25, 2016.

*The consultant is required to respect the following key timelines:*

- The detailed inception report is submitted by April 6
- The 1<sup>st</sup> draft report is to be submitted by May 4, 2016.
- The final report is to be submitted by May 22, 2016.

The table below shows the main activities, deliverables and allocated maximum number of days.

S/ N	Activities	Deliverables	# of Days and Deadlines
1	Desk study project documents, reports and related materials	Detailed inception report	2
2	Prepare detailed fieldwork plan and develop the evaluation tools for Caritas review, feedback and approval. Finalize the evaluation tools.		(1-6/4)
3	Field visit for data collection and assessments, possibly 4 days in Hanoi and 4 days in Ha Giang (excluding travel)	Draft MTR report with focussing on a debriefing of findings and recommendations	8 (18-28/4)
4	Analyze the data, develop the draft report in English (meeting with Caritas for clarification if needed) to debrief Caritas, partners and other relevant stakeholders on the results and findings		4 (29/4- 3/5)
5	Revise the draft MTR report incorporated comments	Completed draft MTR report	1
6	Finalise the report for Caritas review and approval. Presentation of results, if requested.	Final Report in English	1 (16-25/5)
	<b>Total maximum number of working days</b>		<b>16</b>

### QUALIFICATIONS

The independent consultant (or a team of 2 consultants) is required to meet the following qualifications:

- Proven technical knowledge and expertise in education for children with disabilities, especially inclusive education expertise;
- Proven rich experienced and skills in evaluation, data analysis and research;



- Experience in working with CSOs and governmental partners; working with right-based-approach;
- Proven technical knowledge and expertise in training and capacity development, gender and project management;
- Knowledge of relevant Vietnamese policies;
- Excellent experience and skills in facilitating participatory meetings/discussion/interviews, including experience in participatory data collection with children;
- Excellent reporting and presentation skills in English and Vietnamese;

We encourage applications of female candidates and candidates with disabilities.

### **BUDGET**

The consultant is required to submit a financial proposal as explained in section 10.

Consultancy fees will be based on contracted working days and contracted unit daily fee as well as travelling and administrative costs, conforming Caritas regulations.

Reimbursable expenses will be based on Caritas cost norms and accepted invoices.

### **MANDATOR**

The evaluator is required to report to Caritas Switzerland, Mr. Gerhard Meili, Senior Programme Manager Vietnam, as well to Ms. Marieke Stevens, Senior Programme Advisor/SPA and the Senior Programme Officer/SPO. The SPA and the SPO are mandated to supervise and endorse the deliverables of the MTR.

If requested, the SPO, SPA and the Country Representative of Caritas office in Hanoi deliver further information and support.

The Senior Programme Officer will provide support in terms of coordinating the evaluation including liaison with administration section and the project partners to arrange for the field trip.

### **HOW TO APPLY**

Interested consultants are invited to send their CV, technical proposal (no more than 5 pages) and financial proposal (budget) addressing their understanding of the assignment, an evaluation plan including methodology, tools and process (work-plan including dates) as well as reference details to the email address [Vietnam@caritas.ch](mailto:Vietnam@caritas.ch) by 5pm, 14<sup>th</sup> March 2016.

For any further information, please contact Ms. Phan Thanh Ngoc, Senior Programme Officer via Telephone: 04 37623358 (ext.103), Email: [tphan@caritas.ch](mailto:tphan@caritas.ch).

## **ANNEXES:**

### **List of documents to be provided to the consultant**

- Project proposal and Logframe of the project
- Annual operation plans
- Annual reports, semi-annual reports, monitoring reports, log-frame reports
- The Agreement signed between Caritas Switzerland and implementing partners.
- The project agreement between Caritas Switzerland and Caritas Norway
- Original budget, financial report 2014 and 2015
- The MTR report template of CaNO

### **Standard Format for Evaluation Reports**

The format for the presentation of the evaluation given here is to be considered as minimum standard. Where indicated it can be extended with additional chapters and sub - chapters. The report should be no longer than 40 pages in total, excluding annexes.

- **Table of Contents**
- **Acronyms and abbreviations**
- **Acknowledgements**
- **EXECUTIVE SUMMARY**
- **BACKGROUND**  
Context of the intervention, including policy and institutional context; Description of the intervention and the intervention logic and the implementation arrangements
- **OBJECTIVES AND SCOPE OF THE EVALUATION**
- **METHODS AND TOOLS OF MTR**
- **EVALUATION RESULTS-MAIN FINDINGS** (Evaluation of Impact, Relevance, Effectiveness, Sustainability, Transparency and sound management/procedures, Vulnerable groups, Cross-cutting issue mainstreaming, Lessons and recommendations)
- **CONCLUSIONS**  
Assessment by the evaluators of the intervention results against the expected results (as identified at the planning stage or as reconstructed by the evaluators).
- **LESSONS LEARNED**
- **RECOMMENDATIONS**  
Recommendation for implementing partners  
Recommendation for donor
- **Annexes:**
  - TORs
  - List of stakeholders consulted
  - Detailed description of the evaluation process and methodology: description of the evaluation process, the methodology used (including any limitations of this method), evaluation tools, information sources (including any data issues), stakeholders, participation and consultation.