

Term of Reference

Provision of consultancy service to Oxfam on Designing Monitoring & Evaluation System for SusV project

1. Backgrounds

Vietnam shrimp production provides livelihoods for over a million of people and improves income for small scale producers who are accounting for more than 80% of Vietnam shrimp production. However, the booming of shrimp industry, relies on saline water ecology, has been associated with serious environmental and social impacts. The linkage and relationship between various shrimp value chain actors has been fragmented and inefficient which negatively affects product quality and traceability that decreases the competitiveness of Vietnam shrimp products globally. Limited access to financial resources is also a barrier to expand production and comply with required standards of small scale producers and SME processors. SusV is a four year project funded by EU under SWITCH Asia programme (2016-2019). The project promotes sustainable economic prosperity and poverty reduction in Vietnam through improving social and environmental impacts of shrimp production and related activities in its value chain. The project facilitates adoption and practice of p-SIA/B-EIA of ASC and CSR standards by shrimp producers and processors; improves access to finance and production efficiency; empowers small scale shrimp producers; advocate for application of sustainable production criteria in government's value chain credit policy. The Project envisions a multi-stakeholder approach (including public, private, NGOs and civil society stakeholders) for the development of the shrimp value chain through the application of sustainable standards, improved production efficiencies as well as scaling up effective access to finance. The Project specifically aims to reduce negative impacts on biodiversity and water sources. In addition, it will increase resources efficiency (water, energy and feed), ensure sustainable livelihoods and improve the economic condition of SME shrimp processor and small scale shrimp producers especially women. At the same time, through responsible standards compliance, the Project improves labour and working conditions, especially for female workers. The Project will introduce easily replicable solutions that can be adopted by other actors and sectors. The Project will focus mainly on the 3 provinces in Mekong Delta (Ca Mau, Soc Trang and Bac Lieu). The Overall Objective of this Project is: Contribute to sustainable economic prosperity and poverty reduction in Vietnam through improving social and environmental impacts of shrimp production and processing. The four Specific Objectives of this Project are closely interlinked and lead to a sustainable outcome with benefits for small scale shrimp producers, SME shrimp processor, surrounding community members and consumers. Specific Objective 1: Participatory Social Impact Assessment (p-SIA) and Biodiversity Environment Impact Assessment (B-EIA) criteria of Aquaculture Stewardship Council (ASC) standards will be adopted by shrimp producers and CSR norms are practiced by shrimp processors, to minimise the social and environmental footprint of commercial aquaculture. This project is funded by The European Union Specific Objective 2: Vietnamese small scale shrimp producers and SME shrimp processors have access to adequate finance and improved production efficiency. Specific Objective 3: Small scale shrimp producers are empowered to have a stronger voice in negotiation with other actors in the value chain. Specific Objective 4: Government's credit policies targeting aquaculture/shrimp producers are promoting SCP and are designed effectively to support the development of the shrimp VC.

To ensure the project objectives to be achieved with high quality and progress and well monitored against established indicators, it is important to establish an efficient and effective M&E system that meets EU's requirements and consistent with other projects of EU as well as in harmony with Oxfam's MEAL framework. This TOR, therefore, is developed for the short-term mandate of M&E experts to support the Shrimp value chain project of Oxfam in terms of establishment of a good and effective M&E system.

The specific objectives include:

2. Objectives

- Setting up an effective and user-friendly, IT based M&E system (framework/templates, IT based solution or software etc.) for Oxfam’s shrimp value chain project;
- Providing technical and coaching services, with user manuals, for Oxfam staff and partners to run the designed M&E system if required.

3. Tasks and Deliverables

Suggested activities to be carried-out

- Reviewing of current data sources and related reports/documents (baseline, gender analysis, log-frame etc.) of SusV project;
- Design a system that enables monitoring and evaluation of **technical outputs and outcomes** committed to be delivered by SusV project (log-frame, milestone and planning matrix); at the same time, the system can help manage and update project **financial dimensions** (expenditures against budget line, progress of spending/underspending, accumulated/quarterly/bi-annually/annually updates)
- Coaching the M&E team of Oxfam/related partners and field based staffs on running the system effectively.
- Provide additional supports and maintenance services during project period (2017-2019).

Expected deliverables

- An IT-based M&E system for SusV project as stated in the objective, which (a) reliably reflects the project’s performance, (b) satisfy SusV’s M&E requirements, and (c) deliverable given the current implementation resource of the project;
- Related templates and User manual (both in Vietnamese and English)
- Capacity building for Oxfam’s staff and partners: established understanding of Oxfam’s project personnel as to M&E requirements by Switch Asia program.
- Oxfam staffs and partners are able to manage well the M&E system for the SusV project and able to coach their clients on this respect when cooperating with them in each provinces.

4. Methodology

- Desk study of relevant project’s documents (log-frame, milestone and planning matrix) and baseline draft reports.
- Working with Oxfam staffs and partners to design the M&E system (technically and financially) with the integration of IT solutions.
- Coaching Oxfam staffs and partners on running the M&E system, in light with available materials/requirements from Switch Asia program

5. Working plan

No	ACTIVITIES	Time	Participants
1	Internal meetings with Oxfam	24-29 th Nov	Oxfam, consultants, partners
2	Reviewing of the M&E requirements for the project and designing a draft M&E system	1-20 th Dec	Consultants
4	Coach and facilitate Oxfam and relevant partners on running M&E system	21-26 th Dec	The consultant, Oxfam staff, and implementation partners (if needed)
5	Testing and finalizing the M&E system	26-29 th Dec	The consultant, Oxfam staff
6	Providing maintenance services	During project period	

6. Requirements for applicants

The consultants must have:

- Qualifications in one of following majors: food industry, aquaculture, environments, sociology or economics
- Strong knowledge, skills with at least 7 years of experience in IT software designing, developing IT based solutions for project management, project M&E
- At least 07 years' in-depth experience in designing and managing M&E system for NGO's development projects.
- Skills and experiences in conducting M&E activities and familiar with agricultural sectors (aquaculture/shrimp production preferably) in Vietnam
- Experience in the value chain analysis and knowledge of social issues in aquaculture production in the Mekong Delta
- Be committed to and able to meet the deadline
- Documentation skills
- Excellent Vietnamese and English writing skills.
- Strong computers skills, SPSS/EPI Info/STATA/ CSPro 4.0 that would be an advantage

7. Proposal submission

The Proposal should be specified in terms of:

- Introduction of the Consultants' profile and related experience (CVs)
- Technical proposal achieving all expected objectives within mentioned timeframe (including research methodology, framework, team structure, implementation plan...)
- Financial proposal that specifies number of working days required and consultancy rate
- Examples of relevant researches/studies and financial analysis

The Proposal should be submitted in English by email before 5 PM on 18 November. 2016 to

Mr. Nguyen Quoc Tuan, Private Sector Program Officer

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