



TERMS OF REFERENCES FOR CONSULTANT FINAL EVALUATION

Project title: ‘EMPOWER ME’: WOMEN’S EMPOWERMENT THROUGH CLEAN COOKSTOVE MICRO-ENTERPRISES

Location: Muong Phang, Pa Khoang, Thanh Nua, Hua Thanh communes, Dien Bien district, Dien Bien province

Thanh Van, Mai Lap, Phuc Loc, Banh Trach..... communes, Ba Be district, Bac Kan province

Duration: 22 working days

Project holder: CARE International in Vietnam

In adopting CARE International’s program approach, CARE Vietnam has shifted the focus of our work from changes at the sectoral or geographical levels, to that of impacts for particularly marginalized and vulnerable groups of people – our program Impact Groups. CARE recognizes that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty which contribute to exclusion and vulnerability of particular groups in society. Our Programs aim to achieve lasting impact at a broad scale with these specific groups through addressing underlying causes of poverty, including vulnerability to climate change and natural disasters, gender inequality and social injustice through a set of coherent interventions. One focuses on significant and lasting change for Remote Ethnic Minority Women (REMW) - who are land poor, socially isolated and have weak resilience to hazards and shock; and the other focuses on Socially Marginalized (SMP) in urban settings who experience denial of realisation of multiple rights, live and work in unsafe environments, especially women – including female sex worker (FSW), female migrants, sexual minorities (LGBT) PLHIV, PWID¹.

I. Project background

Two northern province mountainous of Viet Nam, Dien Bien and Bac Kan, are among the poorest in Vietnam and are home to large populations of ethnic minority women who live in remote locations with poor infrastructure, degraded protected forest, and meagre agricultural land. Both provinces are priority locations in major poverty reduction programs and experience negative effects from climate change and natural hazards. Most households use biomass as the primary source of fuel on traditional open fire cookstoves.

¹ LGBT: Lesbian, gay, bi-sexual and transgender

PWHIV: People living with HIV

PWID: People who inject drugs

CARE International in Vietnam (CARE) is in cooperation with Green Generation Joint Stock Company (GreenGen) implementing the ‘Empower ME’: Women’s Empowerment through Clean Cookstove Micro-Enterprises project funded by the Global Alliance for Clean Cookstoves (GACC) targeting in six communes in Dien Bien and Bac Kan. The project aims to achieve the goal: Promote the economic empowerment of ethnic minority women through clean cookstove micro-enterprises. The project is CARE’s existing network of Village Savings and Loans Associations (VSLAs) are now taking role to recruiting, training and supporting women clean cookstove sales agents to engage in the cookstove value chain via CARE’s existing network of Village Savings and Loans Associations (VSLAs)). GreenGen’s products are selling under the project include T14-mini TLUD; T16- Medium TLUD; C16- Medium TLUD with feeder; C22- Big TLUD and R18- Rocket stove.. GreenGen stoves allow customers to use multiple fuel types (wood, straw, rice husk, corn cob) the use of agriculture residues to replace firewood and reduce deforestation will be promoted. The project goal is supported by the following objectives and activities:

- 1) Ethnic minority women have knowledge and skills to become clean cookstove sales agents: Activities are detailed planning for the selection of sales agents and target locations; recruitment of women sales agents; and training on business, entrepreneurship skills, cookstove products, and clean energy.
- 2) Ethnic minority women experience economic and social benefits through clean cookstove micro-enterprises: Activities are supporting cookstove sales agents to develop business plans; gender training for women and men using CARE’s Social Analysis and Action (SAA) approach; and access to start-up finance.

The project also has a scaling-up plan in order to sustain the social and economic impact to REMW.

II. Final evaluation objective

CARE in Vietnam is seeking a consultant to conduct a final evaluation with the specific objectives:

- O1: To assess the up-to-date achievement regarding to indicators in the project design logframe and also identify the challenges that the project are facing (if any)
- O2: To assess the economic and social impact to project targeted beneficiaries (both sale agent and GreenGen product’s customers)
- O3: To provide lessons learnt and recommendations that support for the project scaling up plan
- O4: To identify other renewable energy options for small holders in project location

To attain the above objectives, the consultant is expected to response for the following main research questions:

1. What is the situation of GreenGen female sale agents in Bac Kan and Dien Bien on 1) knowledge of business skills, climate change knowledge and clean cookstove products and 2) capacity in making business expenditure decisions?

2. What are the economic and social impact to the GreenGen female sale agents in Bac Kan and Dien Bien including the increased income increasing, gender-based barriers for EM women to run a business, household gender relation and labour division, household expenditure decision making in different ethnic minorities.
3. What are the economic and social impact to the EM customers of GreenGen products in terms of household fuel expenditures and collection/procurement time, fuel procurement safety, fuel procurement drudgery and health, cooking time, cooking dynamic, cooking safety and health, cooking drudgery
4. What are the motivation and barrier to female sale agents in selling product and for the customer in purchasing and using the product?
5. The willingness to pay for GreenGen product in particular and for a clean cook stove product in general of customers
6. What are the lesson learns and recommendations for the project to scale up and sustain its economic and social impact to community women in the future? i.e. Is the current setting -up of sale agent and the benefit sharing is appropriate? What could be the better approach and business model for scaling up the micro-cookstove business for EM women in the remote areas (what CARE should do differently if we have another new project like this)? What could be the better gender approach integrated in project in cookstove value chain (designing, selling, distributing and maintaining)?
7. What are the energy needs/issues in the project location that project has not addressed and what could be the potential to introduce acceptable renewable energy products for micro-business development in the project location?

III. Methodology

- Desk review: conduct a desk review including an analysis of existed and relevant documents, materials such as: project proposal, project narrative reports, quick assessment reports and other relevant documents
- The mixing of qualitative and quantitative method is required in this assessment. The key informants of the assessment are ethnic minority women so the simple and appropriate data collection tools should be applied. The participatory research approach is encouraged.
- Case studies on most successful and less successful sale agents are required to better understanding for the motivation and barrier of ethnic sale agent in doing clean cook stove micro-enterprises.

IV. Scope of the Consultant's Work

- Conduct the desk study to get depth understanding on the project context, assessment requirements
- Design the impact assessment protocol including: practical assessment method, appropriated data collection tools, detailed fieldwork plan, analysis plan, and quality control plan.
- Leading the implementation of the whole data collection process as planned. This will include:

- Field work preparation.
- Training for interview team
- Conduct data collection on field.
- Quality control for the whole process of assessment (the detail quality control plan will be reviewed and approved by CARE team during the study design process)
- Data organizing/processing and analyzing.
- Preparing and providing presentation on key findings in English. After getting approval from CARE, the presentation structure will be also the outline of narrative report.
- Writing and finalize the report in English after receiving and responding to all the feedbacks from CARE. The report will include a table presenting result of each indicator.
- Develop a learning brief on Approach in cookstove micro-business for women in remote ethnic minority areas.

V. Deliverables

- Assessment protocol including appropriated methodology, data collection tools, fieldwork plan, data processing and detail analysis proposal and quality control plan.
- Set of raw data collected such as: original records, transcripts, all completed questionnaire, code book/dataset.
- Data entry form
- A presentation on key findings in English
- Assessment report in English
- A learning brief on Approach in cookstove micro-business for women in remote ethnic minority areas.

It is noted that all deliverables should be shared and agreed by CARE for inputs at least one week before applying.

VI. Consultant experience requirement

Expected qualifications for the consultancy include:

- Experienced research skills, both quantitative and qualitative
- Having good knowledge and experience in doing social economic impact assessment for micro-business model particularly for women.
- Having good experiences and knowledge of renewable energy, ethnic minority issues, gender issue and value chain.

- Very good written and verbal communication skills and quality report writing skills in both Vietnamese and English.

1. Timeline and consultation day estimation

The final evaluation including reporting should be finished by end of August 2017. Following table is the estimated consultancy working day.

Activity	Location	Timeline (2017)	Estimated working day
Desk study and study design development	Hanoi		4
Leading and quality assurance for the data collection	Hanoi Dien Bien		8
Data entry and analysis	Hanoi		7
Develop and present the key findings in English	Hanoi		2
Report, learning brief on Approach writing	Hanoi		5
Total of working days			22

VII. Application

Interested candidates should send (i) CVs in English, (ii) a Impact assessment protocol including proposed methodology, fieldwork plan, data processing and analysis proposal, quality control plan, (iii) proposed budget, and (iv) an example of a previous similar piece of work to: Procurement2@care.org.vn

Closing date to apply for this Consultancy is **11am, 14th July, 2017**

Only short-listed applicants will be contacted for interviews. Please do not make telephone contact after submitting the application.

Child Protection

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.