



END OF PROJECT EVALUATION

TERMS OF REFERENCE

**STRENGTHENING FAITH-BASED ORGANISATIONS' COMMUNITY
RESPONSES TO CLIMATE CHANGE**

Project No. VNM-2016-5377

Hue, May 2019

1. Introduction

Ham Long Research and Support Centre for Social Work (Ham Long Centre - HLC), is a scientific and technological organization under the management of the Vietnam Union of Science and Technology Association (VUSTA). The Center is identified as a Faith-based Organization (FBO) as well as a Civil Society Organization (CSO) in Vietnam. Being founded in the early of 2016, Ham Long Centre mainly operates in the field of community development projects for Faith and vulnerable communities, especially in the areas needing environmental protection, disaster risk reduction/climate change adaptation (DRR/CCA), providing social support as well as doing research on other social issues. The mission of Ham Long Centre is to ensure the sustainable social welfares for the people. Mobilizing the Faith-based organizations (in which Buddhist and Catholic work together) to engage in the social activities, particularly in the environmental protection and DRR/CCA is considered as the successful stories and the unique model of Ham Long Centre in Vietnam.

The Project, entitled “*Strengthening Faith-Based Organisations’ community responses to Climate Change*” funded by Bread for the World (BfdW) and co-funded by Norwegian Church Aid (NCA), is a 3-year project implementation by Ham Long Centre and local FBO partners. The Project operates in 4 provinces/cities, namely Hanoi, Hai Phong, Thua Thien Hue and Ho Chi Minh City until 2019 with the total budget of around 6,8 billion VND (approximately 250,000 EUR), from 1st October 2016 to 30th September 2019. The Project is in its final year of implementation.

Project title	Strengthening Faith-Based Organizations’ community responses to Climate Change
Project goal	Disaster preparedness and emergency response of Faith based organizations in Vietnam is strengthened
Sponsors	Bread for the World (BfdW), Norwegian Church Aid (NCA)
Project duration	October 2016 – September 2019
Project sites	Ha Noi, Hai Phong, Thua Thien Hue and Ho Chi Minh City
Local FBO- Partners	Dinh Quan Pagoda (Hanoi), Caritas Haiphong (Haiphong), Change Centre (Haiphong), Phap Bao Centre (HCMC), Thua Thien Hue Fatherland Front (FF), Hai Duc Centre (Hue), Vietnam Buddhist Sangha of Phong Dien (Thua Thien Hue) and Vietnam Buddhist Sangha of Phu Vang (Thua Thien Hue)
Stakeholders	FF, CFSC, Red Cross, local FBOs, faith communities...
Timeframe for evaluation	17 th June, 2019 – 08 th July, 2019
Evaluation cost	Proposed by Evaluator

2. Objectives of the Evaluation:

The purpose of the evaluation is to establish and document the impact and effectiveness of project interventions to render accountability to donors. The evaluation is expected to provide data on the performance, impact and sustainability of project interventions. The findings and recommendations will contribute to a learning process which enables Ham Long Centre to draw lessons from its experience in order to improve the quality of the activities toward the target group. The evaluation will also help to assess the effectiveness of beneficiary accountability system and mechanisms that were used during the project implementation period. The specific objectives of evaluation will be:

- To evaluate the effectiveness and efficiency of the project, particularly the progress made towards achieving the project’s goal, objectives and outcomes (indicators) based on the log-frame, design and monitoring data;
- To assess the relevance of the project toward the local FBO, i.e. the project was properly designed to meet the needs of the faith communities;

- To draw the learning experience for devising the next phase of project.

3. Scope of the Evaluation

The evaluation will consider the five specific criteria from the Organization for Economic Cooperation and Development – Development Assistance Committee (OECD-DAC).

3.1 Relevance

- Do the project's objectives reflect the needs of the target groups?
- To what extent did the faith community and stakeholders participate in planning and implementation of projects interventions?

3.2 Effectiveness

- Are the objectives of the project being achieved? To what extent did the project achieve its outputs, outcomes and goals?
- Which major factors influence on the achievement or non-achievement of the objectives?

3.3 Efficiency

- Are the activities and outputs of the project consistent with the intended impacts and effects?
- Have the resources (financial, human and materials) been used efficiently and effectively during the project period?
- Are there any other resources mobilized in the process of project implementation? To what extent have the other resources contributed to the outputs of the project?

3.4 Impact

- How many people have been affected?
- Are the local FBOs and stakeholders more resilient than before?
- What the positive and negative, intended and unintended changes produced by the project? Are the unintended changes improved effectively?

3.5 Sustainability

- How well are the project's outputs linked to more long-term objectives and interconnected problems?
- To what extent did the benefits of the project continue after donor funding ceased? What are the major factors which influenced the achievement and non-achievement of sustainability of the project?
- Are there any future-plan suggested by the local FBOs after the end of project?

4. Approach and Methodology

The evaluation should follow a collaborative and participatory mixed methods approach that draws on both existing and new quantitative and qualitative data to answer the evaluation questions. In addition, the evaluation should follow a theory-based approach and should combine evaluation tools based on international standards and guidelines which are according to OECD DAC quality standards. The methodology design should be developed by the consultant in consideration of the information outlined in this ToR to ensure accuracy and rigour. The choice of method must also consider the needs and capacities of the different target groups and stakeholders.

4.1. Data sources

- Documentation: proposals, partnership agreements, half-year and annual reports, training materials and other relevant documents.
- Interview and discussion with HLC's staffs and stakeholders.
- Fieldtrip to the project's sites.

4.2. Methodology

The evaluation will provide data through the following methods but not limited.

- Desk review: the desk review should be conducted as an important part of the evaluation by collecting, organizing and synthesizing available documentation.
- In depth interview to gather primary data from key stakeholders using a structure methodology. Group discussion with project's beneficiaries and other stakeholders.
- Observation during fieldtrip to the project's sites.

Data interpretation: The evaluator is expected to present the final report in which the qualitative and quantitative data will be integrated in the process of analysis in the light of combined approach and reflect on the lessons learned as well as recommendations.

5. Process of Evaluation

The evaluation is expected to start in 17th June 2019 for an estimated duration of 21 working days. This will include desk review, field work – interview, and report writing.

	Tasks	Estimated working days	Specified products
1	Desk review and prepare inception report	5 days	Inception Report
2	Data collection and prepare draft evaluation report	10 days	Draft Evaluation Report
3	Draft presentation and prepare the final evaluation report	6 days	Final Evaluation Report

6. Expected products

An Inception Report

An inception report should be submitted by the evaluators after 5 working days of the evaluation and approved by Ham Long Centre. The inception report includes a presentation of the assignment concept, the evaluation methods, a timeframe and potential restrictions.

Draft of the Final Evaluation Report

A draft of the Final Evaluation Report should be presented in the meeting with Ham Long Centre, the donors and the stakeholders for discussion and correction.

Final Evaluation Report

The Final Evaluation Report will be submitted in English with the maximum of 30 pages excluded appendices and abbreviations. The deadline for submission is 5 working days after receiving the comments from Ham Long Centre, the donors and the stakeholders. The final evaluation report should include the following:

- Executive summary (1 – 3 pages)
- Introduction (1 pages)
- Description of the evaluation methodology (6 pages)
- Situational analysis with regard to the outcomes, outputs and partnership strategies (6 – 7 pages)
- Analysis of opportunities to provide guidance for future project (3 – 4 pages)
- Key findings including best practices and lessons learned (4 – 5 pages)
- Conclusion and recommendation (4 – 5 pages)
- Appendices: Charts, ToR, field visits, people interviewed, documents reviewed...

7. Qualification of the Evaluators

The evaluator must have the advanced knowledge, skills and experience in research, monitoring and evaluation in relation with the development project at least three years in Vietnam, and should have the following competences:

- A good understanding of both Vietnam context and the characteristics of the Faith based organizations in Vietnam, particularly Buddhists and Catholics.
- Experience in multi-methodological and interdisciplinary approaches and data collection and analysis techniques in evaluation of development project.
- Demonstrable experience (at least 3 years) in research/evaluation of projects related to the FBOs and community development.
- Ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately.
- Excellent track record in designing and conducting quantitative and qualitative research, analysis and evaluation.
- Familiarity with international quality and accountability standards applied in development cooperation.
- Strong analytical and conceptual skills to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner.
- Excellent facilitation skills, co-ordination, negotiation skills and oral and written communication skills in English and Vietnamese (particularly report writing).
- Experience in assessing organizational capacity and gaps and ability to recommend the corrective measures.

8. Content of the Evaluator's offer

The evaluator is expected to present technical and financial proposals, particularly comprising the following components:

- CVs of all evaluators involved.
- Technical proposal including work plan, multi-methodological and interdisciplinary approaches; data collection, analysis techniques and timeframe.
- Financial proposal including a complete cost estimation that includes both the fee and any auxiliary costs to be incurred, such as transportation, accommodation, taxes, fees, and costs of workshops in the scope of the evaluation.
- Organizational capacity statement, experience and activities related to project evaluation.
- Copies of relevant work undertaken in the last 3 years (for evaluation of bids).

9. Payment

Terms of payment shall be 30% at the beginning, 40% upon submission of draft report and 30% on the submission of the acceptable final evaluation report. All professional fees, administrative costs related to transport, accommodation and stationery will be covered by the financial proposal. Interested individuals /firms shall be required to submit a technical and financial proposal detailing the methodology and implementation plan for the survey. The proposals should also include a clear reporting format and the consulting team's up to date CVs. The proposal will be submitted to Ham Long Centre both in hard and soft copy by 29th May 2019.

The gross fee for the consultancy will be agreed with the Evaluators. The amount quoted should include withholding tax. The evaluator will be paid according to the following schedule, on completion of the deliverables noted above.

Logistics relating to transportation, accommodation will be coordinated directly by HLC. The day per diem will be paid according to HLC's policy.

Total package:

Output & Date	Fee payable
1st instalment upon completion of the desk review and the development of the data collection tools, and having submitted a schedule for the evaluation that has been approved.	30% of total budget
2nd instalment upon submission of draft report	40% of total budget
3rd instalment upon submission of the final report and invoice for reimbursement of expenses	30% of total budget + reimbursement of expenses

Interested candidates are requested to send their CV and cover letter by email to admin@hamlong.org.vn by 29th May 2019. Hardcopy will be sent to the address of Ham Long Centre. Only shortlisted applicants will be contacted. Submitted documents will not be returned.

For more information, please contact

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