



TERMS OF REFERENCE

NATIONAL CONSULTANT(S) FOR FINAL EVALUATION OF THE “VALUE CHAIN” PROJECT IN PHONG THO DISTRICT-LAI CHAU PROVINCE - VIETNAM

Summary: Plan International Vietnam is seeking for independent consultant to conduct a final evaluation of its two and half of year project funded by NNO and NLNO. The final evaluation is expected to be completed with final report presented at the end Oct, 2020

I. Introduction:

Plan International is an international humanitarian, child centered community development organization, without religious, political or governmental affiliation. Plan International Vietnam, in cooperation with the local authorities, is currently implementing in 9 provinces and cities in the northern and central regions of the country.

About project: Under NORAD framework agreement with NNO, Plan International in Viet Nam to implement the Value chain project, in Lai Chau province from May, 2018 to Oct, 2020. This project is composed of components Child protection program. The project has been carrying out in five Plan supported communes in Phong Tho district, Lai Chau province: Dao San, Ban Lang, Hoang Then, Khong Lao and Nam Xe and reach 550 young people (aged 16-24), particularly girls and young women as target beneficiaries.

Project goal: Enhance the economic independence and empowerment of young girls (aged 16-24) women, youth and parents in Lai Chau province areas by integrating them into competitive and sustainable value chains.

Outcome 1: Youth are actively engaged in new or additional income generating activities to increase their income, to enhance their capacity in decision making, and to be empowered.

Output 1.1: 550 youth, particularly girls and partners are provided with capacity building measures to improve their understanding and skills in value chain, and market oriented production

Output 1.2: Conduct 01 value chain analysis and market scan/assessment; 300 youth, and women will take part in to implement piloting market- oriented livelihoods model.

Outcome 2: Youth VSL members have improved capacity on businesses, marketing, making decision and access to financial services

Output 2.1: 10 VSL groups in 5 commune are established and functional as foundation for 300 youth and women to improve their financial literacy, planning and budgeting, social and financial enterprise, value chain and lead the initiative.

Output 2.2: 125 youth who are member of VSL will be trained on business promotion and market orientation and technical training on agriculture/good productions and promoted the use of ICT for marketing and value chain development

II. THE FINAL EVALUATION AND KEY QUESTIONS TO BE ANSWERED

2.1. Goal of the final evaluation is to evaluate impacts and project performance toward achieving the objectives of project and to extract conceptual and practical lessons learnt on the various aspects of project implementation which will be helpful for replication/ scaling up in other similar settings through the government system.

2.2. Specific objectives and evaluation questions:

2.2.1. Specific Objectives: to evaluate the results of project implementation versus planned

indicators responding to key questions.

- To what extent have the goal and outcomes for the activity, as articulated in the project design document, been achieved against the project implementation plan, what are constraints encountered and how they were overcome?
- Have the project interventions been sufficient to reach the desired outcomes?
- What are facilitators, barriers and lessons identified to achieve the project objectives? And provide recommendations for future action to increase efficiency and effectivity.
- Which project models/interventions will be helpful for replication/ scaling up in other similar settings through the government system?
- Have the project activities had any unintended results?
- Has the project improved income for youth and young women family? And has the project improved the life conditions of young people (aged 16-24), particularly girls and young women?

2.2.2. Specific questions need to be answered through this evaluation are as below:

Relevance

- Are the project results contributing to the achievement of Plan Vietnam Country Strategic Program's objectives, period 2016-2021?
- How consistent is the project, for instance: How did the programme/project address inclusion? Did it take a rights based approach? Did it involve duty bearers? Did it promote participation of girls and young women and support their involvement as citizens?
- To what extent, have the project achievements addressed critical needs from girls and young Women in the project sites?
- Are the project objectives and outcomes designed to meet the identified priorities and needs of the target communities and local partners?

Effectiveness

- To what extent the project goal and outcomes have been achieved against the targets as articulated in the project proposal.
- Are the project interventions sufficient to reach designed outcomes?
- Proximately the number of direct/ indirect beneficiaries, young people (aged 16-24), particularly girls and young women has the program/project reached?
- What are facilitators, barriers and lessons identified to achieve the project objectives?
- Are the project activities having any unintended results?
- Does the project contribute to improve the life quality of young people, especially for girls and young women?
- Does the project contribute to protect the rights of child, especially for EM girls and how?

Efficiency

- Are the project results and evidences collected through project monitoring and evaluation system?
- How well project implementation process supported for achieving results. What were the helping and hindering factors for implementation? Why?
- How well has the internal monitoring system contributed to the evaluation and to ongoing programme/project implementation? Was there relevant data from Plan monitoring? How useful or complete was the information? Were the indicators used relevant and actually measured?
- How much has the project costed to date? Were activities delivered on time and within budget?

- To what extent have individual resources been used economically?

Impact

- What has happened as a result of the project?
- What real difference has the activity made to the beneficiaries?
- What are the intended and unintended affects (positive and negative) resulted from the project?

Sustainability

- What mechanisms are in place to ensure project outcomes be able to sustain?
- What the resources has the project made available to support sustaining the project results?
- To what extent are partners and stakeholders owners of the project and support proposed results?
- How well project intervention models (VSLAs, Youth Group, Livelihood demonstration model...) have performed and sustained?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the project?
- Which project models/interventions will be helpful for replication/ scaling up in other similar settings through the government system? How?

Lessons learned and scaling up

- What lessons were learned that could enhance the effectiveness, efficiency, impact and sustainability of the project?
- What recommendations could be provided to the design and implementation for the enhancement the project success?
- How have changes been institutionalized at different levels? What is the potential for scaling up the project?

III. TARGET READERS/ KEY STAKEHOLDERS INVOLVED AND UTILIZATION OF THE EVALUATION

- Intended users of this evaluation and stakeholders will be involved: Plan Vietnam, Donors Government partners, Community can be users of this evaluation.
- All related stakeholders to this project (Plan staff and managers, Women Union, Youth Union, DARD, community leaders, villagers at district and commune levels) as well as girl, young women in the target areas will be involved in this evaluation.
- The evaluation report should provide Plan management as well as the donors with an accurate and reliable assessment of the results produced by the project in the lives of beneficiaries and its impact and sustainability. Moreover, it should provide recommendations for future programming and policy advocacy.

IV. SCOPE AND METHODOLOGIES

4.1. Scope of the evaluation

- The evaluation will focus on the Value chain project in 5 project communes in Phong Tho district, Lai Chau Province. The study will explore the project related information for the full project period (01 May, 2018 to 31 Oct, 2020).

4.2. Methodologies

- The recruited evaluator/s will be expected to submit proposal of study framework (methodologies, tools, planning and budget estimation). It is expected that the evaluator/s use participatory

approach with the participation of local partners and beneficiaries, especially girls and young women.

- The data collection methods include both qualitative and quantitative methods, the information from different sources will be triangulated to increase its validity.
- The respondents of primary data collection through focus group discussions and key informant interviews includes project partners, project field staff, representatives of the commune management boards, villagers in the target areas.
- The evaluator/s need to consult with the stakeholders and Plan staff for their initiative findings as well as for the reports.

4.3. Data collection and review:

Desk study: the relevant project documents and reports;

Field visit: the evaluator/s and Plan staff can use different methodologies and tools which may include:

- Interview: open and semi-structured.
- Group discussions (by mixed and focal groups).
- Meetings at different levels.
- In-depth interview to relevant stakeholders.
- Assessment of child development index
- Site observation/home visit
- MSC documentation
- Questionnaires

4.4. **Report writing:** The Evaluator/s will work closely with project coordinator and M&E specialist to discuss and agree on report contents after processing the collected data for developing an evaluation report using appropriate data processing applications. The required structure and format of the Final Evaluation Report is as attached **annex#2** of this TOR.

4.5. **Dissemination of findings:** Findings of the final evaluation should be disseminated to the stakeholders and beneficiaries in the project’s final review sharing workshop in order to get their feedbacks/comments. Dissemination activities will be logistically organized by Plan. The evaluator/s will prepare and do presentations.

Proposed timeline for the whole evaluation:

#	Output delivery / Activity	Deadline	Responsibility
A	Finalized Design for the final evaluation upon agreement between Plan and the selected evaluator/team	20 September, 2020	
	<ul style="list-style-type: none"> • Desk review of the project design, activities, indicators, and other related documentation 		Consultant team
	<ul style="list-style-type: none"> • Revisit the final evaluation framework including tools, sampling and methods to collect information, analyses 		Consultant team (with close technical support from Plan team)
	<ul style="list-style-type: none"> • Discuss with Plan staff on the proposed baseline framework and tools 		Consultant team & Plan staff at country office
	<ul style="list-style-type: none"> • Finalize the final evaluation design and tools 		Consultant team

B	Completed field survey	10 October, 2020	
	<ul style="list-style-type: none"> • Provide training to relevant staff (Plan and its partners) on basic data collection 		Consultant team (with Plan making logistical arrangement)
	<ul style="list-style-type: none"> • Conduct field survey to collect information and data from selected project areas and involved stakeholders. 		Consultant team (with Plan making logistical arrangement)
C	Processed information and data collected from field survey	20 October, 2020	Consultant team
D	Completed evaluation report	30 October, 2020	
	<ul style="list-style-type: none"> • Analyze and write reports 		Consultant team
	<ul style="list-style-type: none"> • Share the results from the end-line evaluation to the consultation workshops held by Plan 		Consultant team & Plan staff
	<ul style="list-style-type: none"> • Finalize final evaluation report (Vietnamese and English version) to respond to inputs/comments gathered from the consultation workshop and from Plan staff) 		Consultant team

V. MANAGEMENT

The consultant(s) in collaboration with Plan Project Coordinator, and M& E specialist will be responsible for completing all tasks relating to the final evaluation with the main tasks as follows:

- Undertake a desk review of relevant material provided by Plan Vietnam following the agreed methodology and work plan.
- Develop a detailed evaluation methodology and work plan, in consultation with the education team and project coordinator of Plan International Vietnam for conduct of the Final Evaluation.
- Conduct fieldwork for final evaluation in Phong Tho, Lai Chau.
- Collate and analyze data and other information collected through the Final Evaluation Review and assess what refinements, if any, are required to strategy objectives, processes and implementation guidelines to improve the effectiveness of planned strategy outcomes.
- Prepare a draft Final Evaluation Review report, including recommendations.
- Support to organize a meeting to present the draft report and following comments and feedback from Plan and other relevant stakeholders and beneficiaries prepare the final of Final Evaluation Report (as annex #1). Present findings of Final Evaluation at Final Review workshop and getting feedbacks/comments for final evaluation finalization.
- Finalize report with response to comments from Plan Vietnam staff, and Plan partners in English and Vietnamese.

VI. BUDGET FOR THE EVALUATION

- Budget for the consultancy will be based on the proposed methodology and the negotiated number for working days.
- Payment instalment will be made upon agreement between Plan and consultants.
- Logistic supports will be followed by norms and regulations of Plan in Vietnam for the consultants. Consultant fee is negotiable and that based on Plan policies and the qualification of the consultant(s).

- The fee for consultancy service will be negotiated and applied according to Plan Vietnam regulations.
- The budget is available and will be covered by project at the budget line 4.3 - VN10178-5079-050-2521-04.

VII. ETHICAL AND CHILD PROTECTION STATEMENTS

- The consultant/consultant team must include statements in their proposal on how they will ensure ethics and child protection in the evaluation process, such as ensuring appropriate, safe, non-discriminatory participation; ensuring process of free and un-coerced consent and withdrawal; ensuring confidentiality and anonymity of participants. This should also include considerations about risks related to the evaluation and mitigations.
- The interactions with children in consultations or interviews. The consultant must comply with Plan's child protection policy and standards throughout the research process

VIII. CONSULTANT'S REQUIREMENT AND HOW TO APPLY

a. Technical expertise:

- Demonstrable experience (5 to 10 years) in designing and conducting quantitative and qualitative research/evaluation of social economic development and gender programs and ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately;
- Have an experience in value chain, either project evaluation related to economic independence and empowerment of young girls, women, youth and parents
- Have an expertise in assessing and exploring issues with special reference to girl, young women, child and youth protection, and most disadvantaged groups.
- Have an experience of cutting-edge, results-based innovative models to address the issue of ethnic minority children and most disadvantaged groups.
- Have proven record in conducting participatory and ethical reviews/research and using of quantitative and qualitative research methodologies.
- Have knowledge and experience in a rights - based approach to development.
- Excellent and demonstrated understanding of Global Safeguarding Children and Young People policy and ethical issues in research.
- Excellent written and reporting skills in English.

b. How to apply and contact at Plan

Applicants should prepare and submit an application package by **10th September, 2020** via email to hieu.gianghoang@plan-international.org; Quyent.nguyenvan@plan-international.org at Plan International Vietnam.

Kindly submit the following application documents:

- Expression of interest should not exceed (04 pages), outlining how the Consultant(s) meets the selection criteria and how their project final evaluation proposal meets these ToR and the proposed evaluation methodology;
- An evaluation protocol with described methodologies, suggested activities and target groups and timeline
- Copy of CV of the consultant(s) who will undertake the evaluation and task assignment in the framework of this consultancy.
- Budget proposal detailing consultant(s) itemized fees, data collection and administrative costs

- Any material/document as reference related to this task assignment
- One referent evaluation report

Contact at Plan: For further information, please contact:

Mr. Nguyen Van Quyet – Project coordinator

Email: Quyet.nguyenvan@plan-international.org

Address: Phong Tho town, Phong Tho dist, Lai chau province

Tel: 097 724 2889

Annex 1: PROPOSED STRUCTURE OF FINAL EVALUATION REPORT [1]

Title page

Standard cover page

Acronyms and Abbreviations

Table of Contents

List of Tables and Charts

Acknowledgement

1) Executive summary

The purpose of the summary is to give readers, who don't want to read the full report, a good overview of the essential information in the report. The summary should:

- Be short, "stand-alone" document of no more than 3-4 pages.
- Be easily read and easily understood
- Contain at least the following information:
- Key facts of the programme/project work evaluated including location, objectives,
- main activities and expected results
- Key facts about the evaluation process (objectives, dates, methodology, limitations)
- Main findings with brief explanation of the type of evidence the findings are based on
- Main conclusions
- Key Recommendations (if any are given)

2) Goal, objectives and intended use

A clear explanation of the overall goal, objectives and the intended users of a report will help readers understand the choice of methodology and the way the information is presented.

This section should describe:

- Overall goal and objectives
- Type of evaluation
- The key questions to be answered by the consultant

3) Description of the programme work evaluated

The description should include:

- Basic information of name of the project/programme, Plan impact area(s) covered; start and end date of the project/programme (as appropriate); location (country and PU's);
- NO support and GAD number as relevant; expenditure to date; number of beneficiaries reached (disaggregated as appropriate).
- The stated objectives and expected outcomes; a brief explanation of the programme/project design and its theory of change (e.g. the issues the programme/project aims to address; the choice of approaches, interventions, target groups, partners); as well as any specific cross cutting issues (e.g. gender, exclusion) that were given particular emphasis in the programme/project.

4) Methodology and Limitations

This explains how the evaluation was carried out, the methodology followed, the main stakeholders involved (disaggregated by at least sex), and any reservations the consultant may have about the information and findings. The section should include:

- The evaluation questions and the approach taken to respond to them
- The methods of data collection and analysis, sampling, information sources, and efforts made to include the voices of girl, youth, young women, and different vulnerable or excluded people/groups (e.g. consultations or specific information from different identified groups).
- Ethical and child protection considerations
- Any limitations or difficulties (e.g. timing of evaluation, representativeness or quality of data, potential bias, weakness in methodology, or practical issues of access, support, budget, etc).

5) Main narrative of findings

- Reflects on and responds to the evaluation objectives and evaluation questions in the Terms of Reference
- Provides a comprehensive analysis of the programme/project including its fit and contribution to the relevant programme/country strategy and application of CCCD
- Brings together the different observations and data to a balanced and logical assessment
- Identifies any differences in opinion or conflicting views
- Demonstrates that the views of relevant stakeholders including those less powerful or excluded, have been sought and are reflected in the analysis
- Analyses (using disaggregated data) how, if at all, the programme/project has affected different groups of children, youths and adults
- Clearly explains and/or reference sources of information, quotes and opinions.

6) Conclusions and recommendations

The conclusions should be directly based on the findings, and:

- Be presented in a logical order and in a way that makes sense to the readers
- Clearly link back to the evaluation objectives and evaluation questions stated in the ToRs
- Focus on issues of significance
- Clearly distinguish between what conclusions are based on systematic evidence and what are assumptions, indications or tendencies
- Identify and reflect on the implications of the conclusions (e.g. what kind of programmatic or organisational issues need to be addressed)

Recommendations: Recommendations may or may not be appropriate, it depends on the purpose and type of evaluations; and sometimes it may be more appropriate to develop recommendations in a wider consultation with stakeholders after the evaluation.

If recommendations are given, these should:

- Be relevant and useful, specific and realistic; and either relatively few in number or very clearly prioritised
- As far as possible, have been developed in consultations with, and validated by, key stakeholders
- Well-grounded in the findings and conclusions

7) Annexes and reference information

Annex 2: Project result framework

Project result frame works: Viet Nam Child Protection Program - Value Chain Project								
Goal: Enhance the economic independence and empowerment of young girls (aged 16-24) women, youth and parents in Lai Chau province areas by integrating them into competitive and sustainable value chains								
Results			Baseline	2018		2019		Notes
Outcomes	Outcome indicator	Output indicators		Target	Achieved	Target	Achieved	
Outcome 1: Out of school girls and boys, young women are actively engaged in new or additional income generating activities to increase their income, to enhance their capacity in decision making, and to be empowered.	# of girls/boys/young women engaged income generation activities to increase sustainable income.		N/A	50	30	500		
		# Girls/boys/young women have trained on agriculture technical and market oriented products.	N/A	150	200	350		
		# Girls/Boys/youth, young women to implement piloting market-oriented livelihood model and has increased their income	N/A	250	200	350		
Outcome 2: Out of school girls, boys, VSLAs have improved capacity on	# of girls/boys/young women access financial services and making decision in		N/A	250	250	150		

businesses, marketing, making decision and access to financial services	economic development by themselves							
		# VSLA groups have established and operated		10	10	5		
		# youth, young women have promoted the use of ICT for marketing and value chain development.	N/A	50	30	500		
		# of youths get training financial literacy, market	N/A	250	250	150		
		# of youths access Microfinance system (VSL)	N/A	100	80	550		