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**TERMS OF REFERENCE**

**Developing a Comprehensive Monitoring and Evaluation System for the**

**Project “Community-based disaster management with a special focus on people with disabilities, Phase 1”.**

*The TOR is an integral part of the Consultant Contract*

1. **Background**

Association for Empowerment of Persons with Disabilities (AEPD) is a local NGO in Quang Binh province, born out of the international humanitarian organization - Survivor Corps/Landmine Survivors Network (SC/LSN). AEPD was established in 2010 to inherit the legacy and promote the achievements of the predecessor organization which was present in Quang Binh, Vietnam in 2003. AEPD is committed to improving the quality of life of persons with disabilities through comprehensive programming that focuses on supporting persons with disabilities to enhance the disability-inclusive capacity and promoting an enabling environment for persons with disabilities through sustainable livelihood support; improving soft skills and expertise; increasing resilience to climate change, reducing natural disaster risks; organizing networking events to raise awareness about disability issues; training on rights and skills to help persons with disabilities; Mobilizing resources for people with disabilities; and Advocacy for the rights of Persons with Disabilities.

AEPD is implementing a project funded by the Bread for the World entitled “Community-based disaster management with a special focus on people with disabilities, Phase 1”. The final goal of the project is to strengthen the natural disaster resilience of the vulnerable communities with special focus on the people with disabilities in Quang Binh province.

1. **Purpose**

This TOR is prepared to seek a consultant to develop a comprehensive M&E system for the project to ensure the collection, selection and using of information related to the project's objectives, indicators, serving the tasks of project monitoring and evaluation, and in accordance with the requirements of donors and conditions/context of local partners.

1. **Scope of work**
2. Research/review relevant secondary documents including those provided by the project;
3. Discuss and consult with the project team to develop a framework for the M&E system;
4. Develop a project M&E system targeted objective, output indicators, time progress performance for reaching the targets and indicators, define how to measure the indicators, templates and forms to collect, entry relevant data and analyse by Excel or other applications, templates and forms for project reports;
5. Present the draft M&E system to project staff;
6. Conduct the training course for project staff and local partners on the draft M&E system of the project;
7. Support and assist the project staff and local partners to practice the information collection and analyse tools.
8. Design the M&E system for learning and sharing, project replication for other projects.
9. Support/advice the technical support needs during the process of project staff and local partners in collecting, analyzing information and writing project M&E report;
10. Documentation in Vietnamese and English that will enable AEPD staff to be able to utilize the system after Consultant training and support is completed.
11. **Statement of Work**

Consultants will work with AEPD designated staff members to design, develop and commission an M&E system that has following functions:

1. Report extracting: the M&E system (database) shall enable extracting program and project reports.
2. The reports shall be on monthly, quarterly (3-monthly), semi-annual (6-monthly) and annual basis.
3. The reports show the progress/achievement of the AEPD’s indicators at program and project levels compared to planned. The reports shall reflect which activities are contributing to each of the indicators of the project results framework.
4. The M&E system (database) allows search by indicators, by time, and by free words.
5. Key indicators within the M&E system (database) will be extracted and linked to AEPD’s public website.
6. The M&E system (database) will be bilingual in English and Vietnamese.
7. **Consultant Tasks**

The contracted consultant will work with AEPD assigned staff members to implement this TOR and timetable of activities (tasks) listed below.

|  |  |  |
| --- | --- | --- |
| No. | Action/task | Output/deliverables |
|  | Review the existing organization’s vision, mission, strategic plan, project proposal and related documents required donor M&E standards, and historical M&E reports to provide a foundation for the analysis of current needs of project M&E. Agree with AEPD on an action plan. | Deliverable 1: Agreed Action plan/proposal (in English/Vietnamese) |
|  | Review the project results framework. | Results framework (with a full set of indicators) in English and Vietnamese |
|  | Draft M&E database structure, reporting flow, reporting template, system administration. | Database structure, reporting flow, reporting template (in Vietnamese only) |
|  | Consultation meetings with AEPD to reach consensus on the results framework, database structure, reporting flow, report template, system administration, CMS structure. Homepage design. | Notes from meetings (in English only) |
|  | Establish a data collection plan, including development of questionnaires to be rolled out across the programs, projects, activities, and to be used for monthly/quarterly/semi-annual and annual report. | A data collection plan  A set of questionnaires for the mentioned purposes. |
|  | Finalization of the database following comments made by AEPD. | Database in place |
|  | Draft the Database Manual, including instructions for users. | Manual (in Vietnamese only) |
|  | Develop an information management system and tools to manage an integrated monitoring and evaluation system | An agreed information management system/tools |
|  | Training on data entry for AEPD’s M&E-in-charge officer | Training and notes (in Vietnamese only) |
|  | Conduct actual training for AEPD staff on data collection, use and update of the database and the information management system; Deploy the database onto the AEPD’s system  Handover the database and relevant documents to AEPD. | Deliverable 3: Notes on training, deployment, integration, and commissioning of the M&E system (database).) |
|  | Prepare a final report that summarizes the work carried out on this assignment. | Deliverable 4: Final report (in English only) |

* The assigned consultant(s) will work with the AEPD M&E officer to develop AEPD’s organizational M&E system (database) to enable AEPD to be able to generate both project and organizational M&E reports as specified in SOW section 3 above.

1. **Location and time**

This contract would commence on 17 March 2022 and conclude on 31 March 2022. The estimated working days are 15 days. The consultancy takes place in Quang Binh province, where AEPD is located.

1. **Deliverables (in languages as specified)**

This contract should be completed to include the following main deliverables:

|  |  |  |
| --- | --- | --- |
| **Deliverable #** | **Deliverable Description** | **Language Requirement** |
| 1 | A detailed agreed action plan, including confirmed travel dates with AEPD for design, development and commissioning of the M&E system. | English and Vietnamese |
| 2 | The M&E system and related guidelines/instructions are completed | English and Vietnamese |
|  | Data entry and analysis system for project M&E activities | English and Vietnamese |
| 2 | Commissioning of the M&E system, information management system and provision of training to AEPD staff members.   * + Training materials   + M&E system instruction manual | Vietnamese Only |
| 3 | Final Report that documents works completed i.e. meetings held, results of training, challenges and solutions. | English Only |

**Delivery standards**

The consultant will be required provide deliveries that:

1. comply with the requirements of donor agreements with AEPD;
2. are consistent with international good practice relating to monitoring and evaluation including BftW guidance;
3. take account of the need for donor attribution where this is possible;
4. are appropriate to the development context in Vietnam; and
5. appropriately mainstream gender into the systems.
6. **Required Qualifications**

Bidder commits to provide qualified consultant who have experience in Vietnam in the field of project M&E systems capable of working with AEPD to design, develop and commission an M&E system capable of producing activity and project reports. The consultant will need to show a successful track record of working in Vietnam.

Priority is given to the bidder, who has experience in implementing relevant and similar project M&E system from BftW donor.

AEPD retains the right to reject an expert proposed for work under the Task Order, or to request replacement of any expert already working under a Task Order.

1. **Consulting fee**

The consulting fee will be paid based on the consultant's working experience and not exceeding the norm of the BftW fund. The specific rate will be decided after discussing and agreeing with AEPD management.

1. **Other payment and logistical arrangements**

* AEPD will arrange an online meeting with the consultant at the commencement of the contract to clarify any questions relating to the TOR.
* AEPD will supply copies of all projects documentation and brief the consultant about the organization development process to date.
* The task is considered completed when all the deliverables are finished, submitted and approved by AEPD. In the event that the deliverables are judged to be unsatisfactory, 50% of the contract values will be withheld.
* Fee payment will be made by the following methods: Payment by bank transfer or check. According to regulations, AEPD deducts 10% of PIT applied in case the contract value is more than 2,000,000 VND. AEPD pays the deducted tax amount to the state budget.

1. **Consulting profile**

Proposals to deliver this collaboration contract should be submitted no later than 5 pm, 15, March, 2021 to the following address and must include:

* Itemised costs in VND (including the number of days and hourly/daily fee)
* An overview of how the work will be completed
* Information about suitability of the proposer to undertake this work including experience in establishing monitoring and evaluation systems.
* A copy of the candidate’s CV.

ASSOCIATION FOR EMPOWERMENT OF PERSONS WITH DISABILITIES QUANG BINH

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