

Supported by:



Federal Ministry
for Economic Affairs
and Climate Action

Federal Foreign Office



INTERNATIONAL
CLIMATE
INITIATIVE



on the basis of a decision
by the German Bundestag

Terms of Reference

External Evaluation of IKI Small Grant Funded Project

Project title: "Enhancing resilience of vulnerable communities to counter climate change impacts" in Quang Binh province.

1. Introduction

In 2022, AEPD has received a funding from the IKI Small Grant Program to implement a project *"Enhancing resilience of vulnerable communities to counter climate change impacts"*. This is the first cooperation between AEPD and GIZ through the IKI Small Grant Program. The project is implemented in four communes of Truong Xuan, Tan Ninh in Quang Ninh district, An Thuy and Xuan Thuy in Le Thuy district from November 2022 to December 2023.

The *Project "Enhancing resilience of vulnerable communities to counter climate change impacts"* in Quang Binh province was born to aim at increasing the capacity of vulnerable households to cope with extreme weather events through equipping them with sufficient knowledge, skills, modern facilities & houses, that ultimately relieve the impacts of climate change. The proposed project aimed at contributing to the achievement of outcome 4 with specific outcomes identified under it through completing the following project objective:

Objective 1: Households of Persons with disabilities are empowered to actively cope with climate changes.

Objective 2: Vulnerable populations, notably households with PWDs, have taken actions to reduce climate-induced loss and damage / production losses.

Objective 3: Capacity of local authority is strengthened to better help people in responding to climate changes.

2. Objectives of the Evaluation

The proposed independent external assessment is to measure the effectiveness and impact of the project implementation and draw practical lessons for

improving the effectiveness of the upcoming projects. It also serves a basis for the donor to review, evaluate and make relevant decisions related to potential projects in the future.

These terms of reference refer to external evaluation of IKI funded projects. **All evaluation reports are addressed to both IKI and AEPD but are also provided to the partner/project being evaluated.**

Evaluations seek to explain to the key stakeholders the extent to which development interventions and their modalities have succeeded or failed and the respective reasons. The knowledge generated from evaluations is used to inform its decision making and policy processes for the purposes of increasing the relevance, effectiveness and efficiency of its development assistance. The audience is primarily IKI's management and the partners, staff and stakeholders in the partner country who are directly concerned with the activities under review. Other audiences include the general public, other development organisations, and researchers concerned with development issues.

The specific objectives of the Project Completion Assessment are as follows:

1. Evaluate the effectiveness of the project, cost effectiveness and impact in accordance with the project objectives and indicators.
2. Evaluate the values of the project results that will benefit beneficiaries, especially the ethnic minority groups.
3. Evaluate the sustainability of the project results and its approach.
4. Draw lessons and recommend for maintaining the results of the project to improve efficiency, impact and possibilities of its replication in other localities.
5. Propose strategies for AEPD to pack its expertise and experiences gained over the past years for selling their services and consultancies.
6. Propose strategic interventions to both keep the legacy of the projects funded by IKI and empower AEPD to better adapt to changing situation.
7. Propose an outline for an upcoming project design to both promote the project achievements and replication into other locations not only in Quang Binh province, but in other provinces of Vietnam and the region.

3. Scope

The evaluation should preferably use participatory approaches and there should

be consultation with a wide range of stakeholders including beneficiaries, staff, management, government officials, etc.

The evaluation will assess the achievement of the planned outcomes and objectives, and consolidate lessons learnt and make recommendations to AEPD and relevant stakeholders.

In particular, the evaluation should address the following questions:

- ✓ **Relevance:** The evaluation should consider the extent to which the project addresses the needs and priorities of the target. It should also consider how the project fits in with the priorities and policies of the country and of the IKI Small Grant Program. Following questions can also be considered.
 - How compatible is the project strategy for Vietnam's policies and laws?
 - What are the compatibility and value of different project strategies and methods to achieve project results?
- ✓ **Effectiveness:** The evaluation should consider if the project design was the most effective means of achieving the objectives and the extent to which the objectives have been achieved taking into account the relative importance of each objective. The evaluation should examine how the inputs (financial, technical and human) contributed or hindered the achievement of the objectives.
 - To what extent have the results been achieved compared to the project objectives set out in the logical framework?
 - To what extent are project strategies and approaches effective in achieving results compared to the expected results?
- ✓ **Efficiency:** The evaluation should assess whether the cost of the project can be justified by its results, taking alternatives into account.
- ✓ **Impact:** The evaluation should determine the long-term effects of the project, whether these are positive or negative, intended or unintended, and the relation to the overall goal of the project.
- ✓ **Sustainability:** The evaluation should determine if the project outcomes and impacts will be sustained without continuing external

financial or technical support. Consider the internal and external factors that determine the sustainability of the project and how are these factors addressed.

- ✓ **Replicability:** The evaluation should also determine whether a successful project or successful aspects of the project could be replicated.

In addition, the assessment should consider the risks identified in the project proposal and during the project implementation, and risk management measures to minimize or to eliminate negative impacts affecting the outcomes of the project.

A special notice during the evaluation is to integrate the involvement of vulnerable groups, notably persons with disabilities.

4. Expected deliverables

The results and products delivered by the evaluation of project completion include:

- A written evaluation report (in both English and Vietnamese) should be submitted to AEPD. Report length should be as short as possible. The page number should be discussed with and agreed by AEPD before implementation. Evaluation timetable, list of interviewees, questionnaire etc. should be presented as annexes; transcripts of key interviews, if any should be submitted to AEPD separate to the final report. The report should be presented in the final workshop by the consultant.
- The evaluation process includes methods, scales, tools for collecting information, field work plans, quality control plans, etc.
- Relevant data and documents used in the evaluation process, completed interview samples (soft copy or hard copy) etc.
- A debriefing session will be required at AEPD to present to the senior management team the key findings of the evaluation reports and to discuss the follow up action necessary with the partners that the evaluators recommend.
- An agreed outline for an upcoming project design to both promote

the project achievements and replication into other locations not only in Quang Binh province, but in other provinces of Vietnam and the region.

5. Approach

The Evaluation is recommended to use different methods and approaches through the use and analysis of available data sources and secondary data. Available data sources include data on quantity and quality from:

- Interviews with focus group discussions with stakeholders including beneficiaries, AEPD staff, management team, local government officials, partners, etc.
- At least 05 outstanding stories representing 5 different types of interventions are written.
- Secondary data sources include project reports, policies, procedures, data related to disability work and ethnicity. etc.
- The final project evaluation is recommended to deploy participatory methods, engaging representatives of stakeholders and local authorities involved in project implementation.

6. Time Frame and Coordination

The precise time frame and reporting dates will be agreed with AEPD based on approval of methodology. AEPD's program manager will have the primary responsibility for coordination with the evaluators. The day to day management of the evaluation mission will be of the project office, M&E officer and the outreach workers.

The evaluators will respect the confidential nature of the exercise and will discuss it only with AEPD, IKI and with the individual programme/projects management or with others only as authorised by AEPD.

The evaluation is expected to start not later than 15 November, 2023 and end by 30 November 2023. The final report, including a PowerPoint Presentation on the key findings, project results and its impacts will be finalized and sent to Project no later than 10 December, 2023.

7. Qualification

Applicants/units/organizations may be national or international units operating in Vietnam with appropriate knowledge and work experience.

- Proved qualification in social studies, economics, agro-forestry, natural resources and environment, project management, or related fields;
- Proven capacity and extensive experience in conducting project/project evaluations, impact assessment, to provide strategic recommendations for continued support/development of programming/strategies;
- Sufficient legal status granted by a competent authority and approved by Vietnamese law.
- Extensive knowledge of result-based management evaluation, ODA, procedures, as well as participatory monitoring and evaluation methodologies and approaches;
- Good understanding of the program approach and the relationship between non-governmental organizations (NGOs), local authorities and donors.
- Extensive experience in working with donors, government bodies, communities;
- Demonstrated analytical, communication and report writing skills;
- Excellent interviewing, public speaking;
- Teamwork capacity to work with the target group representatives;
- Fluency in written and spoken English;
- Having the knowledge and experience of the context of victim assistance in Vietnam and internationally is an advantage.
- Having the knowledge and experience of disability inclusion in CBDRM is an advantage.

8. Budget and payment

Consultancy rates and expenses should not exceed the most recent UN/EU Cost Norms 2022 for Vietnam. Any assumptions in the methodology related to the use of unpaid staff, volunteers should be made explicit.

The total budget for the evaluation will be agreed upon based on the detailed evaluation plan.

9. Submission of Proposal

Interested candidates/units / organizations are kindly requested to submit a project evaluation proposal to email info.aepd@gmail.com. The submission is requested to be made to AEPD before 6 November 2023. The proposal should provide the following information:

- a) Outline of the evaluation approach and methodology to undertaking the assignment
- b) Outline of the final report
- c) Profile of staff proposed for the assignment
- d) Detailed quotation for the evaluation, showing days and costs by grade.

Only applicants / units / organizations that meet the requirements mentioned above and who have the cost of conducting an assessment in accordance with the project budget will be contacted to implement the assessment.