

## **TERMS OF REFERENCE**

### **External Evaluation of Bread for the World Funded Project**

**Project title: “Community-based disaster management with a special focus on people with disabilities, Phase 1” in Quang Binh province.**

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

### **1. Background**

The project “Community-based disaster management with a special focus on people with disabilities, Phase 1” sponsored by the Bread for the World organization, is being implemented by the Association for Empowerment of Persons with Disabilities in 3 communes: Phuc Trach, Hung Trach, and Lien Trach, in Bo Trach district, Quang Binh province, from January 2022 to December 2024. The total budget for the project is 725,000 Euros, with 560,000 Euros coming from the Bread for the World sponsor and 165,000 Euros being the counterpart funding from the People's Committee of Bo Trach district sourced from the state budget.

After over two years of implementation, various activities have been carried out in the three project communes, including: Conducting 3 community-based disaster risk assessments with the participation of 323 individuals in the three communes; Organizing 6 consultation meetings involving 233 people to review and share the assessment results; Creating and printing 3 disaster risk maps; Conducting 3 training sessions for 120 key members in the Commune Disaster Risk Management Committees (CDCs) and representatives of disabled people, focusing on planning and managing community-based disaster risk with an integration of people with disabilities; Providing 8 training sessions for 240 members of Disaster Risk Reduction Pioneer Groups (DPGs) in the three communes on receiving and handling disaster warnings, search and rescue, evacuation of people with disabilities; Supporting the procurement of 3 motorized boats for the commune-level disaster management command and rapid response teams; Conducting 7 emergency response training courses for 218 individuals; Drafting and printing 500 handbooks on disaster prevention and response, specifying alternative plans for disabled individuals; Organizing 3 disaster prevention and response drills for members of the rapid response teams and the community to practice the skills acquired through training; Supporting 3 community initiatives to minimize losses and damages caused by floods, storms, soil erosion, or drought; Supporting the improvement of 3 public address systems and installing 21 warning signs in the three project communes; Supporting the

construction of 3 community shelters for the most severely flooded villages in the three communes; Supporting 80 households in developing livelihoods (50 households in poultry and goat farming, 30 households experimenting with chrysanthemum cultivation); Organizing 2 training sessions on livestock farming and veterinary science, including market analysis and connections (focused on poultry and goats) for all 50 livestock farming model beneficiaries and a training session on flower cultivation for 32 individuals supported with flower cultivation models. A multi-purpose shelter in Hung Trach commune was built.

Additionally, project evaluation meetings and Monitoring and Evaluation (M&E) activities, including initial and annual surveys and regular project monitoring visits, are conducted in the project areas to assess progress and implementation outcomes.

### **Project Goal**

Natural disaster resilience of the vulnerable communities with special focus on the people with disabilities in Quang Binh province is strengthened.

The project includes two specific objectives as follows:

*Objective 1.* Loss and damages of life and property caused by natural disasters in the 3 project communes is reduced.

*Objective 2.* Environmentally friendly climate resilience livelihoods are strengthened.

### **The main partners of the project include:**

- People's Committee of Bo Trach district;
- People's Committees of Phuc Trach, Hung Trach and Lien Trach communes.

### **The main target groups / beneficiaries are:**

#### **a) Group of direct beneficiaries:**

- About 4,000 people from project communes; village and commune officials , including members of the 3 Commune Disaster Risk Management Committees (CDCs) and the People's Committee of Bo Trach district;

#### **b) Group of indirect beneficiaries:**

- About 25,120 people are residents and officials of 3 project communes.

## **2. Objectives of the Evaluation:**

The evaluation must meet the following objectives

a) Evaluate the results and impact of the project; assess overall and specific impacts to determine if the project achieved its expected outcomes before initiation.

b) Assess the sustainability of the project's results and approach.

- c) Evaluate project management and organization, ensuring project partners fulfill their responsibilities.
- d) Assess the capacity of local partners and provide recommendations to enhance or further leverage their capabilities/contributions to the project.
- e) Evaluate lessons learned and propose recommendations to maintain project results for improved project effectiveness, impact, sustainability, and replication in other localities.

### 3. Scope

The evaluation needs to employ participatory methods and involve consultation with various stakeholders, including beneficiaries, staff, project management team, project implementing agency, and officials at different government levels.

The evaluation will assess the achievement of planned goals and objectives, consolidate lessons learned, and provide recommendations for AEPD and relevant stakeholders.

Specifically, the evaluation needs to address the following:

#### ✓ **Relevance:**

The evaluation needs to consider the extent to which the project addresses the needs and priorities of the goal. It should also examine how the project aligns with the priorities and policies of the Vietnamese government as well as BftW organization. This criterion measures the extent to which the objectives of a project/programme align with the needs of the beneficiaries and strategies (policies) of partners and donors. The following questions can also be considered:

- Are we doing the right thing? Does the project's strategy align with the policies and laws of Vietnam?
  - What is the relevance and value of different project strategies and methods to achieve project results?
  - How significant are the project's interventions for the target group?
  - Are the initial goals of the project still relevant?
  - Do the activities and results of the project align with the overall and specific objectives of the project?

#### ✓ **Effectiveness**

The evaluation needs to assess whether the project costs can be justified by its results, taking into account alternative options. This criterion measures the extent to which the

objectives of a project/programme will (foreseeably) be achieved. The following questions can also be considered:

- Are the objectives of the project/programme being achieved? To what extent have the goals been achieved or are achievable?
- What are the key factors influencing the achievement or non-achievement of goals?
- Are the initial goals realistic?
- Have the project results been achieved at a reasonable cost?

#### ✓ **Efficiency:**

- The evaluation needs to examine whether the project design is the most effective means to achieve its goals, considering the relative importance of each goal. It should also consider how input factors (financial, technical, and human) have contributed or hindered the achievement of goals. Additionally, the evaluation should assess whether the objectives will be achieved in an economically viable manner. This criterion measures the adequacy of the deployed resources in relation to the achieved results and effects. The following questions can also be considered: Will the objectives be achieved in an economically viable manner?
- To what extent have the results been achieved compared to the project's logic framework?
- How effective are the project's strategies and approaches in achieving results compared to expected outcomes?
- Has an effective management system been implemented, and is there an appropriate monitoring and evaluation system in place?

#### ✓ **Impact:**

The evaluation needs to determine the long-term effects of the project, whether positive or negative, intended or unintended, and their relationship to the overall project objectives. This criterion assesses whether and to what extent the project/programme will contribute towards the attainment of the intended primary and secondary long-term objectives under development policy. Additionally, whether and, if so, which other positive and negative changes have occurred will be investigated. The following questions can also be considered:

- Will the project/programme contribute to the attainment of overall development goals?
- Has the project created any real changes/differences for the beneficiaries?
- How many people have been affected?
- What factors have contributed to the changes made, and to what extent can changes be attributed to the project's activities?

### ✓ **Sustainability:**

The evaluation needs to determine whether the project's results and impacts can be sustained without ongoing financial or technical support, or if support is needed, at what level. This criterion assesses the extent to which the positive effects of the development intervention will continue beyond the end of the project period. It should review both internal and external factors determining the project's sustainability and how these factors are addressed.

- Will the intended positive changes (foreseeably) have a lasting effect?
- At what level can the project's benefits continue after the support from sponsors ends?
- What are the key factors affecting the sustainability of impacts (or solutions)?

### ✓ **Replicability:**

The evaluation also needs to determine whether a successful project or successful aspects of the project can be replicated.

Additionally, the evaluation should examine the risks identified in the proposed project and during the project implementation, as well as risk management measures to minimize or eliminate negative impacts on project outcomes.

A special note in the evaluation process is **the inclusion of the participation of vulnerable groups, especially people with disabilities.**

✓ **The evaluation may include an assessment of BftW project's M&E system,** including information management, target setting, target assignment, monitoring, and reporting of indicators to achieve the objectives; the system of measurement indicators (Target indicators, Output indicators/activities implementing project objectives); progress reporting and semi-annual/annual activity planning...

## **4. Evaluation methods**

The evaluation experts will propose and submit evaluation methods in the technical proposal and evaluation plan before commencing fieldwork.

The evaluation is recommended to utilize diverse methods and different approaches through the use and analysis of available data sources and secondary data. Available data sources include both qualitative and quantitative data. Evaluation methods need to be diverse and flexible in the field.

Prior to on-site evaluation, experts will review project documents/reports, BftW evaluation guidelines, prepare interview guides, detail qualitative and quantitative assessment tools, and consult with AEPD project managers and staff.

During the evaluation, experts will conduct participant observation, quantitative surveys, in-depth interviews, structured interviews, focus group discussions, context analysis, interviews with key informants, interview workshops, etc., to gather sufficient information for report writing.

## 5. Evaluation process/timeframe

The evaluation is expected to be conducted by at least one lead expert and one supporting expert. The expert team will carry out the work in April and May 2024. AEPD staff and project partners will participate in the evaluation activities as promoters and support, not intervene in the results of the evaluation.

Expected timeframe for experts: The expert team is expected to commence tasks from the contract signing date (anticipated in mid-April 2024) and complete all tasks before June 10, 2024. Consultancy fees will be based on the expertise and work experience of the consultants and will not exceed the EU and sponsor's limits. The specific fee will be determined after discussion and agreement with the AEPD office.

The expert team will undertake the main tasks within the following expected timeframe:

| <b>Status</b> | <b>Work</b>  | <b>Intend time</b> |
|---------------|--|--------------------|
| 1             | Review project-related documents, develop the outline of content and specific evaluation methods, and create a detailed field evaluation plan; Draft the evaluation report outline | Week 4 of April    |
| 2             | Finalize the content outline, evaluation methods, data collection tools, and the evaluation report framework; Develop a detailed evaluation plan                                   | Week 4 of April    |
| 3             | Collect information in the field (meetings , group discussions, in-depth interviews, questionnaire interviews, etc. )  | Week 1 – 2 of May  |
| 4             | Process and analyze collected data   | Week 3 of May      |
| 5             | Interim report   | Week 3 of May      |
| 5             | Draft the report and submit it to AEPD for feedback (in Vietnamese)  | Week 3 of May      |
| 6             | Get opinions from relevant parties at Bo Trach and AEPD  | Week 4 of April    |
| 7             | Revise and improve the final report and summary report based on feedback from project stakeholders and AEPD's opinions (submit both Vietnamese and English versions)               | Week 1 of June     |

## 6. Expected products / report

This is set out the products with the content and features the evaluations are required to submit. They include:

- Inception report
- Draft of the final report
- Final report

The inception report is a report by the evaluators in which at least

- the assignment is set out again in detail,
- any limitations and difficulties are presented (e.g. that certain evaluation questions cannot be answered),
- the proposed methodology is described and
- a detailed timetable is drawn up.

The evaluation is anticipated to be conducted around April and May 2024. The draft evaluation report must be submitted to AEPD in the third week of May 2024. The final report and a summary of findings, discoveries, and recommendations will be completed by the experts and sent to AEPD in the first week of June 2024.

The evaluation experts must propose a schedule for activities, especially field evaluations, so that AEPD and local partners can organize logistical and support tasks.

### Reporting requirements

**Part 1** should **describe the project and project context** as a basis for subsequent analysis and evaluation. Aspects to be examined shown in the reports include:

- Project context and framework conditions;
- General objectives and specific objectives of the project;
- Project strategy/approach;
- Description of project activities. Is there a difference between planned and actual activities?;
- Description of target groups. How many people have benefited from the activities?;
- Organizational structure; How is project management conducted?;
- ...
- **Part 2** should focus on findings **related to the questions** listed in the 'Key Issues' section above. This is the main section to present and analyze evaluation data/statistics.

**Part 3** should clearly state **the conclusion**. It should be distinguished from the main findings, results, and provide answers to key evaluation questions.

**Part 4** should include **recommendations** for stakeholders, directed and prioritized for the next period or the next phase of the project. Answers to the following questions need to be provided:

- What should stakeholders do/need to do?
- What is most important?
- What can be improved?
- What can be developed or replicated?
- Other suggestions

The evaluation report should document evaluation activities as well as evaluation results, serving as a reference for subsequent activities. The summary report should be concise, focused, and expected to be around 10 pages. Therefore, it must have a clear and complete structure.

The lead expert will write the two reports in both Vietnamese and English. AEPD will contribute and provide feedback in the draft report, and the lead expert will finalize and send the final version.

- The full report is **expected to be around 50 pages** (including appendices).
- The summary report is expected to be around 10 pages.
- Reports should be sent via email in Word format for the draft and PDF format for the final report, font size 12, in Times New Roman or Calibri font.

### **Sample structure for the evaluation report**

The points set below are the minimum components of an evaluation report; cross-cutting issues should be taken into account where practicable, and the final report must also meet all the aforementioned reporting requirements.

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#### **Cover sheet with**

- Project title
- Project number
- Implementing organisation
- Evaluator (author)
- Report date
- Region/country
- Possibly project period

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#### **Table of contents**

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#### **List of abbreviations**

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## **Summary**

- Short presentation of the subject matter of the evaluation, possibly including key framework conditions
  - Brief information on the evaluation: Cause and objective, assessment period
  - Key findings
  - Key recommendations
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### **1. Short description of the subject matter of the evaluation**

- Project/programme/instrument (idea, target group, formulated objectives)
  - Implementing organisation, term, donors
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### **2. Framework conditions (only as far as relevant to the subject matter of the evaluation)**

- Political, economic, ecological, societal and socio-cultural factors
  - Risks to project success, assumptions/prerequisites
  - Relevant activities of other organisations/private-sector companies
  - Role of government actors
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### **3. Description of the evaluation and the methodology used**

- Timing of the evaluation within the course of the project
  - Composition/expertise of the evaluation team
  - Methodology
  - Groups of people involved, number of participants
  - Potential difficulties in conducting the evaluation and how to deal with them
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### **4. Results**

- 4.1 Relevance
  - 4.2 Effectiveness
  - 4.3 Efficiency
  - 4.4 Impact
  - 4.5 Sustainability
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### **5. Recommendations (based on findings, realistic, specific and addressed)**

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### **6. Potentially: General conclusions (lessons learned)**

- for the project type (including exemplary nature)
  - regarding the procedures and instruments
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## **7. Appendix**

- Travel and working procedure
- Sources (discussion partners, documents, specialist literature, field research etc.)
- Overview chart/map
- Terms of Reference

Please see the report form in attached.

## **7. Main qualifications of experts**

### ***7.1 For main experts***

- Master's degree or higher, with at least 10 years of project evaluation experience using participatory methods and other relevant approaches;
- Specialized education and experience in community-based risk management, sustainable livelihood development, climate-adaptive agriculture, and related community development topics for people in rural areas of Vietnam as well as other equivalent areas;
- Extensive experience in evaluations and surveys related to the scope of this evaluation for NGOs or major government programs;
- Experience and knowledge in gender equality;
- Skills in data collection, synthesis, processing, and analysis; communication skills, promotion, and guidance for people, especially vulnerable individuals,
- Proficient in both spoken and written English and Vietnamese.

### ***7.2 For supporting expert, if any***

- At least 5 years of project evaluation experience using participatory methods and other relevant approaches;
- Specialized education and experience in community-based risk management, sustainable livelihood development, climate-adaptive agriculture, and related community development topics for people in rural areas of Vietnam as well as other equivalent areas;
- Experience and knowledge in gender equality;
- Experience working with vulnerable populations;
- Skills in data collection, processing, and analysis; communication skills, promotion, and guidance;

- Priority given to experts who have participated in surveys and evaluations for projects/programs related to climate-adaptive agriculture, sustainable agriculture, and women's empowerment for NGOs.

## **8. Proposal for the Expert Team**

All candidates should prepare and submit their applications by 5:00 PM on April 18, 2024, to AEPD's email address at [info.aepd@gmail.com](mailto:info.aepd@gmail.com).

Candidates are required to submit the following registration documents:

- A desired participation proposal, not exceeding 4 pages, specifying how the proposed expert(s) meet the selection criteria and the proposed final evaluation approach for the project;
- A detailed technical evaluation proposal, including the design and implementation of the research; Description of the proposed evaluation methods; A schedule/work plan with specific timelines for each expert in the team;
- Detailed financial proposal outlining the work for each expert if the team include more than 1 expert;
- CV of the candidate and CVs of the supporting experts if any;
- Name of the referrer/nominator.

*Approved by:*

*Checked by:*

*Prepared by:*

*Nguyen Thi Thanh Hong    Nguyen Thi Phuong Hao    Nguyen Thi Thanh Huong*