



**Terms of Reference**

**External Evaluation of Irish Aid Funded Project**

*Project title: "Empowerment of young and minority persons with disability to engage in and manage their own socio-economic development on sustainable and climate-smart manner” in Quang Binh province.*

**1. Introduction**

Ireland has had a development cooperation programme in Vietnam and the Mekong Sub-region since 2005. Building on the work, achievements and lessons learned by Embassy Hanoi over the past years and the evaluation of the 2011-2016 programme, its development cooperation will remain central to the strategy with a focus on addressing vulnerability and reducing poverty and inequality, in line with Ireland’s commitment to the 2030 Agenda for Sustainable Development. The Mission Strategy for the 2017-2020 period seeks to achieve five major outcomes:

**> Outcome 1:** Efficient and effective passport, consular and diaspora services in Vietnam, Cambodia and Lao PDR.

**> Outcome 2**: Strengthened bilateral relationships and influence for Ireland in Vietnam and the sub-region.

**> Outcome 3**: Increased two-way trade and investment, including strong educational and research linkages in Vietnam and the Mekong Sub-region.

**> Outcome 4**: Marginalised and vulnerable communities in Vietnam and the Mekong subregion are more resilient to economic, social, and environmental stresses and shocks, supported by more inclusive economic growth and accountable institutions.

**> Outcome 5**: The Embassy is fit for purpose to deliver a coherent whole-of-Embassy approach and ensure the optimum use of resources.

The *Project "Empowerment of young and minority persons with disability to engage in and manage their own socio-economic development on sustainable and climate-smart manner”* in Quang Binh province was born to promote positive achievements realised with Ireland’s support in Vietnam, particularly ethnic minority poverty reduction, supporting civil society and disability support. 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:** Improve economic status for young and minority persons with disabilities in the target communes.

**Objective 2:** Improve capacity for young and minority persons with disabilities in the target communes to respond to social changes.

**Objective 3:** Improve capacity of local authority, and young and minority persons with disability as well as their community in the target communes in DRR and CBDRM to better respond to natural disaster and to reduce its negative impacts by maximizing advanced and indigenous disaster resilient techniques.

**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 Irish Aid funded projects. **All** **evaluation reports are addressed to both Irish Aid 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. In Irish Aid, 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 Irish Aid’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 15 years for selling their services and consultancies.

6. Propose strategic interventions to both keep the legacy of the projects funded by IA and empower AEPD to better adapt to changing situation.

**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 projectaddresses 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 Irish Aid. 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 themost 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 canbe justified by its results, taking alternatives into account.
  + ***Impact:*** The evaluation should determine the long-term effects of theproject, 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 andimpacts 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 successfulproject 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.

1. **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 should be no more than 15 pages in length (evaluation timetable, list of interviewees, questionnaire etc. should be presented as annexes). Transcripts of key interviews should be submitted to AEPD separate to the final report.
* 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.

1. **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.

1. **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 M&E officer and the outreach workers.

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

The evaluation is expected to start from 1st September, 2019 and end by 20 September 2019. The final report will be finalized and sent to Project no later than 10 October, 2019.

1. **Qualification**

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

* + Post-graduate degree in economics, social development, 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;
  + Profound understanding of the program approach and the relationship between non-governmental organizations (NGOs), local authorities and donors.
  + Extensive experience in working with donors;
  + Demonstrated analytical, communication and report writing skills;
  + Excellent interviewing, public speaking at high levels;
  + Teamwork capacity to work with the target group representatives;
  + Fluency in written and spoken English;
  + The consultant should not have been involved in the project in any form.
  + Having the knowledge and experience of the context of victim assistance in Vietnam and internationally is an advantage.

1. **Budget and payment**

Consultancy rates and expenses should not exceed the UN/EU Cost Norms 2017 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. The first 40% of the contract will be made at commencement, if requested and the remaining 60% of the contract will be made upon delivery of final report and subject to satisfactory by Irish Aid and AEPD.

1. **Submission of Proposal**

Interested candidates / units / organizations are kindly requested to submit a project evaluation proposal to email [info.aepd@gmail.com](mailto:info.aepd@gmail.com). The submission is requested to be made to AEPD before 15 August 2019. The proposal should provide the following information:

1. Outline of the evaluation approach and methodology to undertaking the assignment
2. Profile of staff proposed for the assignment
3. 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.