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**TERMS OF REFERENCE**

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

**Association for Empowerment of Persons with Disabilities, specifically the Project “Enhancing resilience of vulnerable communities to counter climate change impacts”.**

*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 German International Cooperation – GIZ, titled *“Enhancing resilience of vulnerable communities to counter climate change impacts”.* The final goal of the project is to increase 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.

1. **Purpose**

This TOR is prepared to seek a consultant to develop a comprehensive organizational monitoring and evaluation system, and practices and generate evidence based feedback for program planning and policy formulation, including an information management system and tools for AEPD. The consultant will build on existing projects’ log frames, performance monitoring plans and outputs based work plans. This will principally focus on the above-mentioned project, but also focus on building, integrating and harmonizing project monitoring and evaluation plans relating to projects implemented by AEPD. The consultant would also provide support and mentoring for AEPD M&E officer and program staff to implement the integrated framework for the organization.

1. **Scope of work**

The objective of this consultancy is to develop an ‘organizational M&E’ system that also allows for AEPD activity and project reporting to donors. Sub-objectives will include:

1. Establishment of a web-based M&E system capable of providing organizational M&E, activity and project reports, meeting expected results, outputs and requirements by AEPD donors notably GIZ.
2. Capacity development of AEPD staff to be able to engage with and use the web-based M&E system.
3. Documentation in Vietnamese and English that will enable AEPD staff to be able to utilize the system after Consultant training and support is completed.
4. **Consultant Tasks**

The Consultant will work with AEPD to provide technical assistance to implement the TORs stated above in section 3 of this task order. The contracted consultant will work with AEPD assigned staff members to implement this TOR and timetable of activities (tasks) listed below.

* Review the existing organization’s vision, mission, strategic plan, required donor M&E standards, and historical M&E reports to provide a foundation for the analysis of current needs of organizations’ M&E. Agree with AEPD on an action plan.
* Review and consolidate the organization’s results framework at the project, program, and organizational levels.
* Draft M&E database structure, reporting flow, reporting template, and system administration
* Design the homepage of the online database with regard to AEPD’s branding and identity.
* Consultation meetings with AEPD to reach consensus on the results framework, database structure, reporting flow, report template, system administration, Homepage design.
* Develop the database as consulted (Beta version for consultation)
* Review and consult AEPD on the developed questionnaires to be rolled out across the programs, projects, activities, and to be used for monthly/quarterly/semi-annual and annual report.
* Presentation of the beta version of the database
* Some correction or revision can be done right away at AEPD.
* Finalization of the database following comments made by AEPD.
* Draft the Database Manual, including instructions for users.
* Develop an information management system and tools to manage an integrated monitoring and evaluation system
* Training on data entry for AEPD’s M&E-in-charge officer
* 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
* Integrate the database into the AEPD’s website and handover the database and relevant documents to AEPD. (Note the addition of statistics and case management functions)
* Prepare a final report that summarizes the work carried out on this assignment.

1. **Location and time**

This contract be concluded latest by 31 November 2022. The consultancy takes place in Quang Binh province, where AEPD is located.

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

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 2 above.

This contract should be completed to include the following deliverables:

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| **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 | * Beta Version of the M&E system is ready for testing. | English Only |
| 3 | * 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 |
| 4 | * 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 GIZ 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**

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

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, 30% 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. Tax payment invoice is recorded at AEPD office.

1. **Consulting profile**

Proposals to deliver this collaboration contract should be submitted no later than 5 pm, on October 31, 2022 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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