

## **TERMS OF REFERENCE**

### **Developing a Comprehensive Monitoring and Evaluation System for the Project “Community-based disaster management with focus on people with disabilities, continuation”**

*This is an integral part of the Consultancy Contract*

#### **1. Background**

Association for Empowerment of Persons with Disabilities (AEPD) continue receiving a new funding from the Bread for the World to implementing the project “Community-based disaster management with focus on people with disabilities” for the continuation phase. The overall goal of the project is to reduce Loss and damage caused by natural disasters to vulnerable communities, especially the people with disabilities.

This Terms of Reference is intended to hire a consultant to develop a Monitoring and Evaluation (M&E) system. The system will facilitate project monitoring and evaluation, aligning with donor requirements and the conditions of local partners.

#### **2. Objectives**

The consultancy package targets the following objectives:

- 1) A comprehensive M&E System to be use for project management: measuring objective, outputs, time progress performance. The M&E system should include (but not limited to) the tools and guidelines for collecting and measuring project indicators, templates and forms for data analysis and reports;
- 2) Training and support/coach for the project team on the use of the M&E System at the handing-over and at the beginning of the use of the system.

#### **3. Scope of work**

The consultant is expected to do the following tasks:

- a) Research/review relevant secondary documents including those provided by AEPD;
- b) Discuss and consult with the project team to develop a framework for the M&E system;
- c) Develop a project M&E system to be use for project management: measuring objective, outputs, time progress performance.
- d) Conduct the training course for project staff and local partners on the use of the M&E system for project monitoring;
- e) Support/coach the project staff and local partners data collection and analysis.
- f) 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;
- g) Developing the guidelines to enable AEPD staff/project team to utilise the system after the training and support completed.

#### 4. Tasks and Schedule

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

#	Action/task	Output/deliverables
1	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)
2	Review the project results framework.	Results framework (with a full set of indicators) in English and Vietnamese
3	Draft M&E contents: tools, reporting flow, report template, system administration.	The M&E System framework/contents
4	Consultation meetings with AEPD to reach finalise the drafted M&E System	The drafted M&E System framework Notes from meetings (in English only)
5	Development of M&E System	Finalised indicators Data collection tools Guidelines Templates and forms for data analysis and reports
6	Finalisation of the M&E System following AEPD's comments	The comprehensive M&E System
7	Draft the Manual, including instructions for users	Manual (in Vietnamese only)
8	Training on the use of M&E System	The training conducted, AEPD staff/project team and local partners practiced the use of tools for data collection and analysis Training Material
9	Supporting/Coaching on the use of M&E System for project monitoring	Instructions and solving of issues may arise in reality
10	Prepare a final report that summarizes the work carried out on this assignment	Report (in English only)

#### 5. Location and time

This contract would commence on 20 March 2025 and conclude on 03 April 2025. The estimated working days are 15 days. The consultancy can either take place in Quang Binh province, where AEPD is located, or online.

## 6. Deliverables

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

#	Deliverable Description	Language
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
	Templates and forms for data entry and analysis, and for reports	English and Vietnamese
2	Commissioning of the M&E system, information management system and provision of training to AEPD staff members. <ul style="list-style-type: none"><li>○ Training materials</li><li>○ M&amp;E system instruction manual</li></ul>	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 to provide deliveries that:

- a. comply with the requirements of donor agreements with AEPD;
- b. are consistent with international good practice relating to monitoring and evaluation including BftW guidance;
- c. take account of the need for donor attribution where this is possible;
- d. are appropriate to the development context in Vietnam; and
- e. appropriately mainstream gender into the systems.

## 7. 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.

## 8. 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.

### **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.

### **9. Consulting profile**

Proposals to deliver this collaboration contract should be submitted no later than 5 pm, 19, March, 2025 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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