



## Call for Tender

### Consultancy service for End of Project Evaluation

### of the “Associated agriculture for long-term income stabilization of ethnic minorities and equal integration in community development in Vietnam.” (BMZ) Project

#### 1. Project background

Nam Giang is one of the poorest districts of Quang Nam province. The district’s current poverty rate is approximately 52%, over five times higher than the national rate (9.8%). There are 12 communes, of which seven have a poverty rate above 70%. The majority of local residents belong to one of several ethnic minority groups. The largest groups are Katu and Gie T’rieng, which make up 57.86% and 21.18% of the population respectively.

In November 2019, the German Ministry for Economic Cooperation and Development awarded a grant to the partnership of World Vision and the Center for Rural Development in Central Vietnam (CRD) to implement a project titled ‘Associated agriculture for long-term income stabilization of ethnic minorities and equal integration in community development in Nam Giang District, Quang Nam province. The overall objective is to: **“Improved livelihood and equal integration in community development for ethnic minority households in project Area through creating sustainable income of poverty”**. As the project will close in December 2022, an external consultant will be hired to conduct an evaluation of the project in October and November 2022.

#### 2. Purpose and Objectives of the Evaluation

##### 2.1 Purpose

- To evaluate the level of accomplishment, effectiveness and sustainability of the project interventions according to project objectives and indicators.
- To help WVI-Vietnam, CRD, local partners and communities to draw lessons learnt and provide them with practical recommendations for improving future interventions.

##### 2.2 Specific Objectives

The objectives of the evaluation are to:

- Evaluate the extent to which goal and outcome targets as articulated in the original design document were achieved;
- Evaluate the extent to which these achievements could be attributed to project interventions;
- Evaluate the extent to which project impact in the target communities is sustainable;
- Provide actionable recommendations based on the evaluation findings, particularly on an exit strategy and sustainability measures.

#### Evaluation target Audiences

The targeted audience for the evaluation will include black pig breeding households, local project partners, and the project implementors. Specific targets include:

- Center for Rural Development in Central Vietnam (CRD).
- Centre for Agricultural Techniques at Nam Giang District.
- Vet network at 5 target communes
- Leaders and members of collaborative groups, animal husbandry groups and cooperative
- World Vision Vietnam in Nam Giang district

### **Evaluation Type**

End of project evaluation that intend to give feedback on achievement of project objectives, effectiveness of project implementation and lessons for future programming.

## **3. Scope of the consultancy**

### **3.1 Assigned tasks**

In coordination with WVI-Vietnam, the consultant will carry out the following tasks:

- Review relevant project documents;
- Develop and reach a consensus on the evaluation plan, which indicates a timeline, particularly methodologies applied (quantitative and qualitative methods) and proposed sample size, data analysis method and plan, report outline, quality control methods, logistics, and other related issues upon discussion with project team. The plan will be developed to address specific objectives as listed above;
- Conduct field testing for the data collection tools;
- Provide training for field data collectors, including ethical and gender aspects and covering protocols/guidelines to ensure anonymity and confidentiality of interviewees;
- Supervise the data collection process in the field, applying relevant methods of quality control;
- Analyse the quantitative and qualitative data, explicitly indicating the gender, ethnicity and disability features
- Support WVI-Vietnam and project partners to organize a validation workshop to share the initial findings to attain comments/feedbacks on the draft report;
- Complete the final report, taking into account the comments and feedbacks from WVI-Vietnam and partners and send a revised report to the project team for final review;
- Prepare a presentation of the endline findings for a dissemination workshop.

The consultant must consult and confirm acceptance and compliance with at least the following documents:

- Child and Adult Safeguarding Policy
- Code of Conducts for Supporting Victims of Trafficking
- Ethics for researching children, if applicable.

### **3.2 Key activities and timeframe**

The endline is expected to be conducted from September 25<sup>th</sup> 2022. An indicative timeframe is as follows but this can be adjusted after discussion based on the successful consultant's proposal.

### Key activities:

Activity	Estimated number of days	Expected outcomes
Development of and consensus on methodologies and timeframe	2	An evaluation plan that describes endline tools, methodologies, budget, and schedule.
Desk review and analysis of available project documents	2	Main findings from review of project documents and other relevant documents.
Tools and data collection protocols developed and refined. Training for interviewers;	5	<ul style="list-style-type: none"><li>• A set of questionnaire tools and data collection protocols completed with inputs from comprehensive review, feedbacks/comments from WVI-Vietnam and project partners, and results from the field pretest.</li><li>• Interviewers equipped with necessary knowledge and skills for data collection.</li></ul>
Field data collection	10	All information on project collected as to purpose of evaluation.
Reporting until final report finalized	12	<ul style="list-style-type: none"><li>• First draft report (within 10 working days upon the completion of field work) and comments from relevant stakeholders</li><li>• Final report in English (within 07 working days after receiving all comments and inputs on the draft report) for approval by WVI-Vietnam</li></ul>
Dissemination of findings	2	Presentation of findings and recommendations for dissemination workshop
<b>Total</b>	<b>33</b>	

### 4. Methodology

The evaluation should follow a collaborative and participatory mixed methods approach that draws

on both existing and new quantitative and qualitative data to answer the evaluation questions.

The

evaluation should follow a theory-based approach (the theory of change is preferred). It is expected that the consultant will assess the quality of the project's impact logic and if necessary to develop a realistic impact logic based upon on the conducted interventions. The methodology design should be developed by the consultant in consideration of the information outlined in this ToR.

The consultant(s) will apply a mixture of quantitative and qualitative research methodologies using primary and secondary data sources and data triangulation to increase the validity of evaluation findings. The consultant(s) is expected to propose his/her methodology for the evaluation which should include, but not be limited to, description of the overall evaluation design, data sources to be used, methods of data collection and analysis, and sampling size and techniques.

Please refer to the Monitoring and Evaluation Framework and Baseline Report in the Documents section, which states the full list of project indicators needing to be measured in the evaluation.

The following tools are encouraged to be applied throughout the process of evaluation:

#### **4.1 Quantitative Component**

- Target population
- Sample size
- Household interview

Surveys will need to be conducted for four types of respondent:

- + 600 households in 30 animal husbandry groups in 5 project communes,
- + 6 cooperative groups and 1 cooperative.
- + District level partners
- + Commune level partners

For each survey, the consultant should propose and justify a sample size and sampling methodology which will produce data with a confidence level of 95%.

The surveys will use the same structured questionnaires which were used for the baseline survey. Some data is available through secondary sources and does not need to be included in a survey.

#### **4.2 Qualitative Component**

Qualitative data collection (FGDs, KIs...) will complement and validate the quantitative component and will further explore the perceptions of the targeted beneficiaries regarding the proposed intervention in the targeted areas.

1. Focus Group Discussions:

To obtain community perspective on project activities and identify potential areas for improvement. The groups for discussion could be members of animal groups, veterinary group, 6 cooperative groups and 1 cooperative have been established.

2. Key Informant Interviews:

To gain government partners' perspectives on the project outcomes. The partners for the interviews could include the leadership of: Center of district agricultural techniques, CRD, district women's union, Districts' Project Management Board and Commune Project Management Boards.

3. Field visits/direct observation:

To verify the activities and outputs delivered, and to assess their quality, the consultant is expected to observe the households that have raised pigs supported by the project and 6 cooperative groups and 1 cooperative.

### **5. Potential challenges and limitations**

The successful consultant(s) should be able to identify limitations of the evaluation and share with all stakeholders. Below are some limitations to be aware of:

- Consultants need to prepare questions/use languages those are appropriate to the local context, so that local people can easily understand.
- The COVID-19 pandemic may affect the planned timeframe and duration of the evaluation if an outbreak occurs in Vietnam.

- In mountainous context like Nam Giang district, households may be away home from early morning until late afternoon. WVV will minimize this potential problem by asking government partners to announce the survey agenda in advance to the targeted communes.

## 6. Deliverables

The consultant team should fulfill the following deliverables:

- An inception report in English that covers:
  - Evaluation Plan: The evaluation plan should include describe the sampling strategies, data collection process, timeline (including data collection schedule) data analysis methods, expected limitations and report framework.
  - Questionnaire tools and interview/FGD question guides: A set of questionnaire tools interview/FGD question guides are to be completed, incorporating inputs and feedback from WVI-Vietnam and project partners. The tools should be refined after field testing.
  - Desk study findings
- A training agenda for the data collection team
- First draft report in English
- A presentation of findings to World Vision and key stakeholders in a review and feedback meeting. Feedback obtained in the presentation should be incorporated in the final report.
- Final report in English and Vietnamese: The final report should incorporate all feedback on the draft report and comments made after the presentation of findings.
- Presentation of findings and recommendations from final report: The consultant will join the dissemination workshop to present findings and recommendations from endline evaluation.
- At the end of the consultancy, the consultant team is expected to share all data sets and related documents with WVI-Vietnam.

## 7. Required qualifications, experience and competencies

The endline team is expected to consist of a consultant or consultant team responsible for leading the evaluation from start to finish under the management and supervision of WVI-Vietnam's evaluation team. The successful consultant should have the following qualifications to effectively carry out the final endline:

- The consultant(s) should possess extensive work experiences (minimum five years) at senior level and in-depth knowledge on socio-economic and agri-livestock field and conducting assessments, baseline and evaluation surveys. Other team members should also possess educational background and work experiences in the livestock and/or agro-marketing. Team composition with member experienced on intensive statistical data analysis (by SPSS or Stata).
- Strong professional experience in planning, design, management, M&E of development projects is preferred;
- Experience in final evaluation for development project, the samples of evaluation report conducted by the consultant(s) should be attached with the proposal
- Experience in working with the Ethnic minority people
- The consultant should have more insights of animal husbandry system in Central Vietnam generally and Quang Nam province particularly

- Able to work with project staff and stakeholders at different levels;
- A strong commitment to delivering timely and high-quality results;
- Excellent track record in designing and conducting quantitative and qualitative research, analysis and evaluation
- Strong analytical and conceptual skills to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner
- Excellent written and oral communication skills in English and Vietnamese (in case of a consultant team, at least one team member must fulfill this criterion).

## **8. Timeline**

The consultancy is expected to commence on September 25<sup>th</sup> 2022. The final evaluation report is to be submitted no later than November 30<sup>th</sup> 2022.

- The evaluation plan is expected to be submitted within 5 working days after the contract signing date
- Quantitative evaluation is proposed to be done in October 2022
- Qualitative evaluation is proposed to be done in October 2022
- Submission for the first draft report is 15 November 2022
- Submission for the final report is 30 November 2022

A detailed timeline will be agreed after the recruitment and included in the Evaluation Plan.

## **9. Budget and Logistics**

### **9.1 Budget**

The maximum budget for this consultancy is USD 4,200. This consultant fee includes meals, personal income tax and excludes transportation and accommodation.

WVI-Vietnam will arrange the transportation and accommodation related to the consultancy work for the consultant in compliance with the Procurement policy and pay directly to the supplier.

The consultant can work independently or form a team to complete this task; however, the maximum amount will not exceed USD 4,200.

### **9.2 Logistics**

Logistics for the End of Project evaluation including the following items will be arranged by WVI-Vietnam, CRD and local partners:

- Recruit in public for data collectors as to suggestion of consultant;
- Inform the evaluation agenda to government at district and commune level;
- In charge of all the logistical arrangement for consultant including accommodation, transportation;
- Organize the logistics related to the data collection including training, questionnaire testing, field trip;
- Arrange staff/ people to support the data collection;
- Organize workshop to share the result of evaluation.

WVI Vietnam will cover these logistics costs.

## I0. Submission of Bids/Proposals Technical and Financial Proposition

Interested candidates are invited to send a complete application package in English containing:

- Curriculum Vitae for all the consultants and proposed capacity of any complementary staff (CVs submitted should of staff that will be on this assignment). An expression of interest letter of no more than 4 pages, outlining how a consultant/ a team of consultants meets the selection criteria;
- Names, addresses, telephone numbers of three organizations that will act as professional referees
- A technical proposal for the evaluation, including proposed approaches, outlined timeframe, frameworks and detailed methodologies, sample size, logistics, and personnel;
- A financial proposal that indicates the fixed total contract price, supported by a breakdown of costs. The offer must ensure that costs consists of consultant fees (meals and tax included).

### Selection Criteria

Applications will be assessed according to the following criteria:

Assessment criteria	Points
Qualifications	30%
Technical proposal	50%
Financial proposal	20%
<b>Total</b>	<b>100%</b>

### How to Apply

The Proposal should be submitted in English via email with subject title “BMZ End of Project Evaluation” and addressed to email: [WVV\\_Recruitment@wvi.org](mailto:WVV_Recruitment@wvi.org) . Any questions relating to this Call for Tender should be sent to the same email addresses.

**The closing date for application is: 5:00 PM September 5, 2022 Vietnam time.** Due to the amount of applications, only shortlisted candidates will be contacted.