**Terms of Reference for final evaluation of the project**

**“Strengthen the resilience of poor population**

**through climate change adaptive livelihoods”**

1. **Introduction**

Soc Trang is located in the Mekong Delta region. The province is the poorest provinces in Mekong Delta with 57,814 people living below poverty line. Nga Nam is the lowest-lying areas of Soc Trang, which has the population around 80,168 inhabitants (in 2010), and an area of 242,24 km, equating to a density of 331 people per km2. Predominate local ethnic group is Kinh (92.3%), with a Khmer ethnic minority (6.6%). A lack of adequate local infrastructure, including roads, drainage, irrigation systems, schools, clinics, and social service facilities, serves as a barrier to upward social mobility. Virtually the entire population depends on the agriculture sector for their livelihood.

Lai Chau is among the 4 poorest provinces in Vietnam with poverty rate of 40.40%[[1]](#footnote-1). Tam Duong district is a high mountainous poor district of the province, comprising 13 communes and town with total natural area of 68.736.97 ha, of which agricultural land occupies 9.909,96 ha. The population of the district is 4.552 households with 52,032 inhabitants. The poverty rate of the district accounted for 41.7% (1,962 households). More than 84% of the population is ethnic minority people. Main livelihood in Tam Duong district is agriculture with 90% of the population engaged such as rice, corn, vegetables and aquaculture… The cultivation is limited due to disasters occurring frequently.

Hight poverty rate in both the locations: The poverty rate in Tam Duong district is 27.27%; at a targeted commune, the rate is even as high as 44.7%. Local people also have limited access to capitals for production: results from CISDOMA survey in 2017 showed that 50% of surveyed farmers in Nga Nam and 80% in Tam Duong expressed that they lack capitals for investment in to their livelihoods.

Farmers, especially ethnic minority communities, have limited access to agriculture extension services due to inadequate services and language barriers. Communities, in the remote locations hardly get access to information relating to climate change impacts and weather conditions. The awareness raising activities, information dissemination to communities so far has been quite general, not relevant to the context and the concerns of local communities. Materials are only available in Vietnamese language, and trainers/technical experts are often Vietnamese, who do not speak local language.

Vulnerable communities are not well-equipped with appropriate methods and tools for analyzing, planning and organizing their LHs. Most of farmers have not been trained on analyzing, planning and organizing skills so as to effectively pursue adaptive measures in their livelihoods. They also have limited technical knowledge on the adaptive, sustainable farming practices, on inappropriate use of agricultural production inputs and natural resources, inefficient use of agricultural side products.

Local agriculture extension staff have limited capacities in delivering services to farmers, especially CCA related subjects. They are rarely trained or updated with technical information on climate change; The limited capacity of local staff of government agencies results in poor public services to support communities’ adaptive actions.

This project will address the above mentioned issues by:

**Capacity building on following major subjects:**

* Self-help group (SGH) operation;
* Market oriented production planning;
* Village saving and lending associations (VSLA) operation;
* Adaptive measuremengt for livelihood improvement.

**Support farmers toimplement livelohoods with adaptive measurments:**

* **Individual household:** Continue to support selected adaptive livelihood activities that initiated in the first phase (table bellow) with focus on further expansion, improved quality, production planing/organisation and market connection
* **Collective:** Enhance the coordination, planning, cooperative groups, improved quality, production, initial proccessing, packaging, branding, and market connection.
* **VSLA:** Provide technical support and innitial operational cost
* **Non-farm livelihoods (**embrodery, community tourism...)

The project promotes the organization of farmers into groups with a minimum of 50% participation of women. Women will particularly benefit from capacity building, financial support on a cost-sharing basis.

The three years project - “Strengthen the resilience of poor population through climate change adaptive livelihoods” - is implemented in Nga Nam Town, Soc Trang Province and Tam Duong District, Lai Chau Province by The Consultative Institute for Socio-Economic Development of Rural and Mountainous Areas – CISDOMA and financial supported by the Bread for the World and the Action on Poverty (AOP).

The goal and objectives of the project are:

Goal: The climate resilience of vulnerable communities is improved

Objectives:

Obj 1: The resilience of vulnerable groups is strengthened through diversified livelihoods with climate adaptive measures.

Obj 2: The farmer groups’ service capabilities to their members are strengthened.

The project’s indicators include:

* OI 1.1: 300 households in 6 communes of Tam Duong and Nga Nam district adopt at least 6 suitable farm and off-farm livelihoods to mitigate impacts of climate change.
* OI 1.2: At the end of the project, 240 households enjoy an average of 20% increase in income compared to the beginning thanks to the adopted livelihoods.
* OI 2.1: 30 Farmer Groups with 600 members (of which 50% are women) established clearly-defined organizational structure and bylaws.
* OI 2.2: At least 15 farmer groups provide contractually agreed services (buying) to their members.

The project will target on the vulnerable communities in Tam Duong district and Nga Nam town:

*Direct target group:*

• 1.500 persons of 300 households, mainly from Hmong, Thai, Dao, Lu, and Khmer ethnic minorities in 6 communes;

• 60 representatives of 30 farmer groups;

• Up to 50 state officials at district and commune level;

• At least 4 project field staff.

*Indirect target group:*

• 3.000 persons (600 households) in 06 project communes shall benefit from awareness raising and sharing activities facilitated by the project;

• 4.500 persons (900 households) in the two districts shall be indirect beneficiaries from the project.

Activities implemented:

**Obj 1: The resilience of vulnerable groups is strengthened through diversified livelihoods with climate adaptive measures.**

1.1. Carry out climate vulnerability capacity assessments (CVCA) with 150 households in the 2 new communes and collect information on livelihoods for 600 households. The households will be organized in 30 farmer groups with 20 members each. Selected members of the farmer groups and state officials will be qualified as future trainer to introduce adaptive livelihoods. Agricultural extension services will get trained on climate adaptive model as well.

1.2. Conduct 6 training of trainers in 2 districts for 20 agricultural extensionists and representatives of 30 farmer groups (with at least 50% of women) on: i) climate adaptive livelihoods; ii) Analyzing market opportunities, marketing of products to enhance access to market; iii) facilitation skills, planning and monitoring instruments.

1.3. Introduce climate change adaptive livelihoods (CCA) to 600 households.

1.4. Provide financial support on cost-sharing basis (up to 50%) to 300 selected vulnerable households in pursuing climate change adaptive livelihoods.

1.5. Conduct market surveys of at least 6 livelihoods with high potential for commercial production (e.g. salt water tolerant rice varieties and vegetable, livestock and handicraft from hyacinths…).

1.6 Support market connection along the value chain of the 6 selected CCA livelihoods.

**Obj 2: The farmer groups’ service capabilities to their members are strengthened.**

2.1. Pooled savings of the member of the farmer groups will be used to establish and operate up to 15 Village Savings and Loan Associations (VSLA);

2.2. Conduct 6 trainings on farmer group management in 2 districts for 60 leaders and key members (with at least 50% women) on: i) leadership, facilitation and organizing skills; ii) financial management and book-keeping;

2.3. The trained agricultural extensionists provide technical back up during the monthly meetings of the farmer groups;

2.4. Facilitation of 30 sessions in the field on good practices with 600 members from 30 farmers groups and 300 participants from neighboring communes;

2.5. Supported by external expertise, farmers and local government design documentations on CC impact and project results, for further learning and advocacy;

**M&E**

3.1. Monthly field visits of project staff and local project management units;

3.2. Carry out 12 bi-annual meetings of the project steering boards (representatives from the district and commune government, farmers, and project team) for planning, reviewing and reporting on the results;

3.3. Organize 2 workshops in 2 districts to promote project initiatives (each workshop will be attended by 35 people including farmers, communal, district, provincial authorities and technical agencies);

3.4. Conduct 2 closing workshops in 2 districts with 60 participants;

3.5. Conduct project final evaluation with external consultants.

1. **Objective of the evaluation**

CISDOMA is seeking for a consultant (National) to (i) Evaluate and analyse the project achievements for reporting to donors, target groups, local partners, etc. , to (ii) provide recommendations for developing ideas of designing a new project for the next phase. And to (iii) document good practices in mitigation/adaptation livelihood models for dissemination and advocacy.

While reporting against project indicators, the consultant/consultancy team is expected to conduct his/her analysis through overarching themes, namely:

* Relevance, Effectiveness, Efficiency, Impact, Sustainability of the objectives and approaches of the project

The consultant/consultancy team will:

* Provide an assessment of project achievement to date against the intended results
* To identify and assess key lessons, challenges, best practices in livelihood model implementation, and recommendations for utilizing in future resilience or similar project of CISDOMA.
* Identify the issues and priorities for designing a new project for the next phase
1. **Key questions**

🢡 Relevance

* The objectives of a project/programme align with the needs of the beneficiaries and strategies (policies) of partners and donors?
* Are the activities and outputs of the project consistent with the overall goal?

🢡 Effectiveness

* Are the objectives of the project being achieved by the time of evaluation (9 months before the project’s end) and by the time of project’s end ?
* To what extent were the project interventions and activities contributed to meeting the project goal and objectives?

🢡 Efficiency

* Will the objectives be achieved in an economically viable manner?
* To what extent the project information and learning were shared among beneficiaries and stakeholders?

🢡 Impact

* Will the project contribute to the attainment of project goal? Additionally, whether and, if so, which other positive and negative changes have occurred?

🢡 Sustainability

* Will the intended positive changes (foreseeably) continue beyond the end of the project period ?
1. **Evaluation design/methods**

The consultant is expected to use a panel of methods and tools including (i) secondary data review, (ii) semi-structured interviews of key informants (PMUs in Tam Duong and Nga Nam, CISDOMA project team, local collaborators and relevant experts ), (iii) field and households visits, and (iv) group discussions with households, self-help-groups, (v) questionnaire for household survey and livelihood model documentation, and appropriate tools for analysis of climate adaptive livelihoods.

1. **Process of the evaluation/time frame**

During the evaluation process, the consultant will undertake and be responsible for the following activities:

* Review of all reports and documents such as project proposal, quarterly, six-month reports, baseline survey etc.
* Discuss with CISDOMA to understand the context as well as the constraints encountered during the project implementation. After initial discussions, an inception report will be drafted by the consultants and submitted to the evaluation management team of CISDOMA for final approval.
* Field visits to the project area(s) will be conducted to gather primary data and first-hand understanding of the activities at the field level.
* Training of volunteers on data collection/compilation and survey methodology and tools.
* Compilation of data, analysis of findings and preparation of a draft evaluation report as well as a case study/ies, set of livelihood model documentation for submission to CISDOMA. A Lessons Learned Workshop with CISDOMA will be organized to present preliminary findings and discuss how the design, planning and implementation of future project can be strengthened
* Final meeting to present findings and final evaluation report, case study/ies and livelihood model documentation.
* Present results and recommendations of the evaluation and good practices in livelihood model at 2 sharing workshops in 2 project district.

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| **Timing** **(July-September 2021)** | **Day of work** | **Activities** |
| 15 July  | - | Appointment of evaluation team members |
| 16-24 July  | 3 | Secondary data review |
| ½  | Discuss with CISDOMA regarding expectations, inception report and evaluation methods |
| 1 | Develop the inception report |
| ½ | Discussion and approval of inception report |
| 25-30 July  | 3 | Develop tools the evaluation and livelihood model documentation |
| 1 – 15 August  | 10 | Travel to field locations (Tam Duong and Nga Nam) |
|  | Interviews and focus group discussions with key stakeholders, beneficiaries, CISDOMA staff  |
| 16-20 August  | 4 | Data entry, cleaning and analysis |
| 21-26 August  | 6 | Write the 1st draft of final evaluation report and livelihood model documentation |
| 27-30 August  | 2 | Prepare and present key findings and debriefing with CISDOMA on the key findings  |
| 1-7 September  | 2 | Update the 1st draft reports based on feedbacks from CISDOMA Submit 1st draft of final evaluation report |
| 8-12 September  | - | Comments by CISDOMA and BftW on the 1st draft of report and documentation  |
| 13 – 17 September  | 2 | Finalization of the report and documentation |
| 18 September |  | Submit final reports and annexes and livelihood model documentation |
| 20 -30 September | 2 | Present results and recommendations of the evaluation and good practices in livelihood model at 2 sharing workshops in 2 project districts |
| **Total** | **36** |  |

1. **Expected products**
* **Inception Report** – The inception report will be a scoping exercise for the evaluation and will include the Background/Introduction, proposed methodologies, data collection and reporting plans with draft data collection tools such as interview guides, the allocation of roles and responsibilities within the team, a timeframe with firm dates for deliverables, and the travel and logistical arrangements for the team etc. The inception report should be approved by CISDOMA.
* **A presentation or debriefing to CISDOMA**: The consultant will report its preliminary findings to CISDOMA.
* **Drafts of evaluation report (in Vietnamese and English) :** A draft report identifying key findings based on facts and will separate from the report opinions or rumors, conclusions, recommendations and lessons for the current and future operation, will be submitted by the team leader within one week of the evaluation team’s return from the field. Briefing on initial findings and results will be shared with CISDOMA before submitting the draft report.
* **Final report (in Vietnamese and English):** The final report will contain a short executive summary (no more than 1,000 words) and a main body of the report (no more than 6,000 words) covering the background of the intervention evaluated, a description of the evaluation methods and limitations, findings, conclusions, lessons learned, clear recommendations. Recommendations should be specific and feasible. The report should also contain appropriate appendices, including a copy of the ToR, cited resources or bibliography/reference, a list of those interviewed, case studies and any other relevant materials. The final report will be submitted up to two weeks following
receipt of the draft report after receipt of the consolidated feedback from CISDOMA.
* **Livelihood model documentation** to highlight stories of success of community in good practices in livelihood in the field.
1. **Coordination:**

In support of the consultancy CISDOMA will make their staff available for discussing the strategic approach of the assignment as well as to discuss content and review the draft versions of the reports. CISDOMA will ensure the logistic and human resource support for the organization of meetings, the field level study.

1. **Key qualifications of the evaluators**

The consultant/consultancy team shall have the following skills and experience.

* At least 7 years of theoretical and practical work on climate change mitigation/adaptation, livelihood including all crosscutting issues (gender)
* Previous experience working with CISDOMA is an advantage
* Excellent communication and documentation skills in English and Vietnamese
* Results focused and accountable.
1. **Content of the evaluator’s offer**

Interested candidates are invited to send their applications by email in English consisting of a CV, a letter of motivation and a technical and financial offer to: **recruitment@cisdoma.org.vn** *Please indicate clearly your application subject: “BfW CISDOMA - Final Evaluation consultant”.* Content of the technical offer should include explanation and justification of the methods to be deployed, how relevant cross-cutting issues need to be taken into consideration.

For additional details about the assignment, if needed, please contact Mr. Khuong Ngoc Canh **canh.kn@cisdoma.org.vn**. **Deadline for application: 15th July at 17:00, Hanoi time. Please note that only applications which are submitted in English and contain all above mentioned documents shall be considered. While CISDOMA appreciates all responses, only short-listed candidate under will be contacted for an interview.**

1. *Decision No 1095/QĐ-LĐTBXH dated 22/08/2016* [↑](#footnote-ref-1)