

INVITATION FOR EXPRESSIONS OF INTEREST

ChildFund Australia invites Expressions of Interest (EoI) from consultants to evaluate ChildFund Vietnam's child participation project. This work is open for both domestic and international candidates.

ChildFund Australia is seeking a consultant with experience in quantitative and qualitative evaluation, with demonstrated experience in child participation. The successful consultant should also have appropriate experience in South East Asia and of delivering high quality, timely evaluations of international development programs.

The consultant should be available to work on dates to be agreed in September 2019; the final report should be approved by 30th September 2019 and will include travel to Vietnam (in case the selected consultant is not living in Vietnam).

Selection Criteria

- Relevant qualifications associated with children/youth participation
- Documented experience in conducting participatory assessments and/or action research related to children/youth Participation
- Knowledge and experience of Child Protection and Participation
- Proven experience in working with communities, children and ethnic minority and knowledge of relevant national policies and government positions.
- Excellent spoken and written communication skills in English.
- Excellent analytical and report-writing skills.
- Expertise and experience in project design, monitoring and evaluation

The EoI should include the following;

- Principles and proposed methodology;
- Chart allocation of days (note details above under 'Timeframe');
- Proposed total budget including daily rate for consultant and costs for fieldwork research;
- CV of consultant;
- Contact details of at least two referees;
- Two samples of previous evaluation reports that are relevant to this consultancy.

Interested applicants should submit their Expression of Interest and other required documents and complete the online application form through this link: <http://childfund.org.vn/en/working-opportunities/vacancies> no later than 5.00pm on 27 August 2019.

Only short-listed applicants will be contacted.

1. Introduction

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and families in 63 countries. ChildFund Australia is a registered charity and is fully accredited by the Department of Foreign Affairs and Trade, which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention. With a strong focus on building the resilience of young people, ChildFund also gives children and youth the opportunity to take part in sports, vocational education and life skills training, and supports their participation in local decision-making processes.

ChildFund’s programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

2. Background

This evaluation will focus on the project “Connecting and Creating Leaders”. This project began in October 2016 and will end in September 2019 and is funded by ChildFund Australia. This project aims to promote participation, voice and agency of children and youth to gain a positive outlook on future and create inspirations for others in the communities. The project is implemented in 12 communes, including 4 communes of Kim Boi district, Hoa Binh province as Kim Truy, Cui Ha, Du Sang and Thuong Tien (in which Kim Truy was a commune of the previous Child Connect project), four communes of Ngan Son District, Bac Kan province as Lang Ngam, Na Phac, Trung Hoa, Bang Van, and 4 communes of Quang Uyen, Cao Bang province as Hong Dinh, Doc Lap, Tu Do, Hanh Phuc. The major objectives of the project are as follows:

1. By December 2018, at least 480 children and youth have been equipped with knowledge and skills on participation and decision-making.
2. By June 2019, at least 480 children and youth from 3 provinces have been respected, supported and their voices and opinions utilised by local government, parents and caregivers in community activities and child-related decisions in activities across 3 provinces.

3. Purpose of the Evaluation

ChildFund has planned for a final evaluation for this project to be undertaken as part of a culture of learning and accountability.

The evaluation is intended to assess the following:

- Efficiency – Evaluate in project activity level and outputs outlined in project proposal were achieved in time, within budget and with quality. Cost-efficiency of project interventions versus the benefits from the project and the number of people reached.
- Effectiveness – the extent to which the intended project outcomes are achieved, citing concrete evidences and case stories.
- Relevance – the extent to which the current project model and intended outcomes are suitable to the socio-economic and political context and capacity of target groups, partners and ChildFund Vietnam.

- Sustainability – the extent to which outcomes of the project can be continued based on the built capacity of target groups, government partners at various levels, and ChildFund Vietnam. This should take into consideration the financial, individual and organizational capacities.
- Impact- This evaluation will look for evidences of impact within the target groups; evidence of positive changes in Knowledge, Attitude and Practices among the relevant stakeholders in responding to the need of children. It would be a good learning experience, which can be applied to another area where ChildFund has not yet intervened.
- As part of organization learning, assess the alignment of the project against the organizational MEL Framework (Theory of Change, gender, disability and ethnic minority inclusion, sector approach and MEL Framework for Social and Emotional Learning.
- The evaluation will identify areas of improvement in all aspects of project management and partnerships; strengths and weaknesses of the project, challenges and lessons based on the above criteria. The Consultant will provide recommendations that can be applied to shaping projects that build promote children’s and youth’s Voice and Agency. The Consultant is expected to utilize a participatory approach and should work closely with key staff during the course of work. The Consultant should analyse project achievements using the existing project reports, and conduct a project evaluation using various qualitative methodologies and tools for data gathering, analysis and reflections with the relevant stakeholders. The Consultant will refer to ChildFund’s relevant assessment, analysis and learning questions contained in its MEL Framework and will utilize the learning questions, as applicable.

4. Scope of Work

The consultancy work is expected to be carried out in six communes of the project site in Kim Boi District, Hoa Binh Province, Ngan Son District, Bac Kan Province and Quang Uyen District, Cao Bang Province, Viet Nam.

This summative evaluation should cover the whole project and implementation period from October 2016 to September 2019. The consultant needs to determine the changes in process, capacity and knowledge as a result of the project.

The evaluation must be conducted in-line with ChildFund Vietnam’s guidelines and policies on Child Protection and ethical standards.

In order to assist ChildFund Vietnam in conducting the project evaluation, the consultant is required to undertake the following:

- Design an evaluation plan and prepare a schedule for the evaluation by consulting with relevant managers and staff in Vietnam
- The methodology should provide opportunities for participation of stakeholders and capture the views and opinions of representing sub-national government, local authorities and target groups in the target communities.
- Review relevant primary and secondary sources of information associated with the project proposal documents, project variations, quarterly reports, and other relevant project-related materials.
- Familiarise with ChildFund MEL Framework and sector approach.
- Lead the conduct and analysis of the endline survey utilizing relevant baseline and reports.
- Design, lead and document Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and change stories with the different stakeholder groups as stated in the project proposal.

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- All quantitative (if any) and qualitative data collected through the assessment must be classified by location (commune), age and sex. There should be individual consideration for girls and boys, youth, people with disability, men and women.
- Analyze available information and document along with findings and recommendations.
- Present findings to ChildFund Vietnam team for discussion and feedback. The evaluation should provide evidence including successful case stories, quotes, and high quality photos about the effectiveness, which contributed or provided by the project.
- A final report will be produced in English, which can be used as an endorsement of the work done by ChildFund Vietnam. High resolution of jpg photos and successful case story of project will be included and shared to ChildFund as part of the final report.

The relevant staff of ChildFund Australia and ChildFund Vietnam will:

- Provide relevant documents to the consultant
 - Country Strategic Plan 2016-2020 and the CSP MTR report 2018;
 - Project documentation
 - Reports (including quarterly, annually reports, output reports, financial reports, training reports, etc.), and
 - MEL Framework and other relevant documents
- Organise logistics
- Organise field/site visits
- Participate in technical review

5. Timeframe and deliverables

It is anticipated the assignment will be undertaken in Sep 2019, with final dates to be confirmed.

The number of days for this assignment will be discussed and mutual agreed by both sides.

The assignment will include:

Indicative dates	Outputs and Activities	No. of days
Between 3-6 Sep	<ul style="list-style-type: none"> • Document review and data collection • Development of inception plan, detailed work plan and tools in collaboration with ChildFund 	3
Between 11-18 Sep	<ul style="list-style-type: none"> • Fieldwork, include the presentation and validation of initial findings to stakeholders in one district and in Hanoi office in Vietnam 	8 (excluding travel days)
Between 19-25 Sep	<ul style="list-style-type: none"> • Data and information analysis; write-up and submission of draft report (in English) for ChildFund feedback • Submission of final report incorporating feedback from ChildFund 	5
30-Sep	<ul style="list-style-type: none"> • Acceptance/sign-off of final report 	Total: 16

Deliverables (Major outputs/ results)

The final report should be no more than 30 pages (excluding appendices). The report should refer to the evaluation ToR and include the following elements:

- Table of contents
- Executive summary of the main findings
- Background information about the evaluation work, including objectives and methodologies
- Findings and conclusions

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- Recommendations; and
- Appendices.

The report should have the following qualities and characteristics:

- Report should be based on facts, verified information and valid proofs.
- Details of the evaluation findings are clearly and logically described and analysed based on agreed evaluation criteria
- Report should include both negative and positive findings and emphasize on lessons that could be learned from both
- Recommendations should be clear and specific in order to facilitate the decision makers in making the right decision
- Reports should take on ethical approach to reporting

6. Supervision/management of the assignment

The consultant will work closely with ChildFund Vietnam's Program Manager (focal point), Hoa Binh, Bac Kan, Cao Bang Provincial Managers, MEL Manager and project teams, and ultimately under the supervision of ChildFund Australia's Senior Advisor, Monitoring, Evaluation and Learning/ or ChildFund Vietnam Program Manager (depending on the location of the successful Consultant).

7. Confidentiality

All discussions and documents relating to this TOR will be treated as confidential by the parties.

8. Child Safeguarding

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign the Code of Conduct. The consultant will also have in place a Criminal Background Check and Working with Children Check.

10. Counter-Terrorism

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

11. Insurance

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

12. Acknowledgment and disclaimer

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this TOR. Nothing in this TOR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this TOR or the submission of an EOI in response to it. No contract will be created until a formal written contract is executed between ChildFund and a selected consultant.