



Terms of Reference
CONSULTANCY FOR FINAL EVALUATION
“Civil Society Space for Good Governance” Project

August 2020

1. Background

Oxfam’s project on “Civil Society Space for Good Governance in Vietnam” aims at enhancing capacity of civil society actors and their actions toward expanding civic space and contributing to national and local policy processes in this regard. It also aims towards an enabling environment for civil society playing a meaningful role in good governance and sustainable development in Vietnam.

The project will be completed by October 31, 2020. A final evaluation is required to assess the project achievements, limitations, and recommendations for future programming in the civic space area. Oxfam is looking for a consultant team to conduct a final evaluation of the project. The evaluation mission is expected during the period October 15 – November 15, 2020.

The interested Consultant is invited to send a short expression of interest (maximum one page) to Ms. Tran Thanh Hang – HR Coordinator, email: hr.vietnam@oxfam.org before preparing the application.

2. Scope of the work

2.1. Objective of the final evaluation

The main purpose of this final project evaluation is to assess the achievements and performance referring to below criteria: Relevance, Efficiency, Effectiveness, Impact, Sustainability.

Lessons and recommendations will be analyzed, documented for further reflection and learning. The findings, lessons, recommendations will be useful inputs for continuous efforts in supporting and expanding civic space in the future.

2.2. Detailed evaluation criteria

Relevance:

- Review the relevance of the project to the **country development issues and needs** regarding civil society development.
- Particularly, analyse changes in project related context and **adaptation and respective changes** in project implementation accordingly (e.g. change of project co-applicant coalitions, and changes in policy processes supported).

- Review the alignment of the project interventions to EU and Oxfam strategy.
- Review the relevance of the project intervention to the problems to be addressed, needs and priorities of civil society actors, key target groups, and key stakeholders.

Effectiveness:

- Review what results have been achieved versus the targets in the logframe and identified problem to be addressed?
- Review how the approaches and strategy have contributed to the successes or handled the challenges of the project
- Review whether there have been any unexpected results and how they have affected the target beneficiaries?
- Review how coordination among stakeholders, among governance programs/projects and synergies with other project / program (if any) have been manifested and contribute to the project effectiveness?

Efficiency:

- Review how the project intervention and strategy (i.e. capacity building, multi-stakeholders' partnership, and others) has transformed available resources to expected outcomes in terms of quantity and quality?
- Review how the project has overcome unforeseen difficulties, update with new situation to deliver project outputs within budget?
- Review how coordination among stakeholders, among governance programs/projects and synergies with other project / program (if any) have been manifested and contribute to the project efficiency?

Impact

- Review to what extent the project achievements contribute to increased space for civic space (in relation to capacity, regulatory environment, and values¹).
- Review how coordination among stakeholders, among governance programs/projects and synergies with other project / program (if any) have been manifested and contribute to the project wider impact?

Sustainability:

- Review the sustainability of the project results and outcome after its completion, including financial sustainability, institutional sustainability (as mentioned in the proposal).

¹ 3 components as part of the civic space measurement – referential methodology: <http://isee.org.vn/wp-content/uploads/2018/11/benchmark-assessment-of-civil-society-space-in-vietnam..pdf>

3. Approach and methods

The Consultant Team is invited to submit a proposal including methodology, tools, plan and detailed budget. Suggested methodology includes mixed quantitative and qualitative methods that include the following elements among others:

- A desk review of key documents, including project documents, interim annual reports, situational and political economy analysis, MEL data, publications, financial reports, and other relevant products.
- A collaborative approach to engage staff, partners, other key stakeholders and INGOs, EU as appropriate in the design, implementation, and in writing the evaluation report.
- A participatory evaluation with emphasis on capturing a cross-section of views from the target groups, and multi-stakeholder quantitative and qualitative assessment techniques (including: in-depth individual interviews, key informant interviews, focus group discussions, observations and story of change documentation, and others as appropriate).
- The evaluation is expected to be gender-sensitive, rights-based, inclusive, culturally sensitive and comply with professional ethical standards.

5. Deliverables

Key deliverable will be (i) an inception report; (ii) evaluation design, and (iii) a final evaluation report in both English and Vietnamese. Primary data collected, meeting minutes, interview notes, case studies, photos are included in the report. The maximum length of the final evaluation report is 25 pages (excluding appendixes). The draft template of the evaluation final report must be included in the application proposal (to be discussed and agreed with Oxfam).

The 1st draft project evaluation report in English (including annexes with all notes and questionnaires) must be submitted to Oxfam by November 10th , 2020, and the final project evaluation report in both English and Vietnamese must be submitted to Oxfam by November 15th at the latest.

6. Team composition

The Mission will be conducted by a team comprised of a Team Leader and a Team Member.

Logistics for the field trips and consultations will be facilitated by Oxfam staff and our partners. Fieldwork related expenses will be part of the financial proposal submitted to Oxfam by the consultant team.

Oxfam staff will participate in orientation and analysis sessions; provide detailed input and comments to relevant sections of the report.

7. Tentative Timeline (dates subject to change)

The evaluation mission is expected to start from October 15 till November 20.

Dates/deadline	Activities	Indicative Level of Efforts (No. of days)		Remarks
		TL	TM	
October 15	Briefing and orientation meeting with Oxfam	2	2	Clarification about purpose, scope and key questions could be done during this period.
October 25	Inception report upon desk review and finalised evaluation methodology (tools, methods, and evaluation detailed plan – field work)	5	3	Methodology to be discussed with Oxfam before finalisation and tools to be tested before field work application.
October 25 – November 4	Field evaluation	5	5	It is expected the project closing workshop will be held in this period and the Consultant can collect information in participating in this event.
November 10	First draft of the report to submit to Oxfam	5	3	
November 20	Final report submitted to Oxfam	3	3	
Total		20	16	

8. Qualifications:

The **Team leader** should have and demonstrate

- At least a Master degree in relevant field (e.g. public policy, international development, civil society development).
- At least 10 years' experience in development projects and programs management, monitoring and evaluation including the use of quantitative and qualitative methods and participatory tools; Particularly, as required relevant experiences, the Consultant conducted at least 01 project evaluation mission as Team Leader in the past.

- At least 10 years' experience in international development, with a focus on political economy, law, and/or public administration, preferably in Vietnam;
- Excellent understanding of the Vietnamese political and legal system;
- Good knowledge of gender issues in Vietnam and gender mainstreaming approach/methodologies/tools.
- Proven track record of previous research and publications on governance, policy advocacy, or related topics;
- Excellent written and spoken communication skills in English (required) and Vietnamese (preferred), including the ability to communicate complex concepts in plain language.
- Team Leader can be **Vietnamese or Foreigner**.

Team member should have and demonstrate:

- At least 05 years' experience in relevant field (e.g. public policy, international development, civil society development)
- At least 05 years' experience in development projects and programs management, monitoring and evaluation including the use of quantitative and qualitative methods and participatory tools.
- Good experience using quantitative and qualitative methods and participatory tools;
- Excellent written and verbal Vietnamese communication skills;
- Good knowledge of gender issues in Vietnam and gender mainstreaming approach/methodology/tools;
- Good verbal and written English language skills.

9. Application

Interested consultant(s) should submit their technical and financial proposal in English, including detailed design and methodologies, report template, a work plan, and an estimated budget with expected gross consultancy fee and logistical expenses, CV(s) of the consultant(s) to carry out the tasks.

Applicants should propose a consultancy rate commensurate with experience as well as other related expenses for her/him to complete the task.

The proposal should be submitted by e-mail to the following focal person: Ms. Tran Thanh Hang – HR Coordinator, email: hr.vietnam@oxfam.org.

Deadline for submission of application: CoB September 15, 2020

Please note, only short-listed candidates will be notified for interview. Thank you!