

TERMS OF REFERENCE OF THE EVALUATION

TITLE:

INTERNATIONAL CONSULTANT - MID TERM EVALUATION – VDVN PROJECT

COUNTRY OF ASSIGNMENT:

VIETNAM

1. BACKGROUND

1.1. Background to the UNV Programme

The United Nations Volunteer (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development.

Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

1.2. Background to the project

Viet Nam is in a process of rapid social and economic change. It is foreseen that it will become a middle income country before the year 2010. However, challenges to an equitable and just development still remain. The gap between the very rich and the very poor is increasing, especially between rural and urban populations. To counteract this, the Vietnamese Government has stressed the importance of an inclusive agenda in its Social Economic Development plan (SEDP).

Volunteerism provides a mechanism for participation and involvement of citizens, especially youth. However, no coherent and efficient mechanism for volunteer contributions to Viet Nam's Millennium Development Agenda is currently in place.

The project aims to support the establishment and capacity development of the Viet Nam Volunteer Information Resource Centre (VVIRC) as a national volunteering infrastructure under the Ho Chi Minh Communist Youth Union (HCYU), which is the largest national volunteering organisation in Viet Nam. VVIRC will coordinate volunteering opportunities, increase capacity in volunteer management and contribute to the development of policy recommendations that will lead to a legal framework for volunteerism. It will

thus create an enabling environment for the voluntary participation of a broad spectrum of people and organisations to contribute to an equitable and inclusive social and economic development of the country. VVIRC will provide valuable contribution to the achievement of the MDGs, especially for youth and other vulnerable groups in the rural areas, and gender equality, in particular.

Through this project, UNV as the designated UN programme for the promotion of volunteerism will be fulfilling its mandated role.

Project Objective:

The objective of the project is to strengthen the capacity of Vietnam Volunteer Information Resource Center (VVIRC) to become a permanent and sustainable national institution for the promotion and support of volunteerism for development (V4D) to better assist youth and other vulnerable populations in Viet Nam. This will be achieved through:

- Physically setting-up VVIRC under HCYU;
- Capacity development of VVIRC, HCYU, volunteer involving government agencies and other organizations, and youth volunteers;
- Facilitation of partnerships between HCYU and other mass organizations, the Ministry of Labor, Invalids and Social Affairs (MOLISA) and other government agencies, UN agencies, volunteer involving organizations, and private sector;
- Development of a public information strategy including establishment of a web site, development of networks among stakeholders, conduct of research surveys on volunteerism, and organization of annual volunteerism promotion campaigns;
- Development of policy recommendations that will result in the drafting of regulations on volunteerism.

Project Output

1. Well established and functioning VVIRC that is able to ensure successful and sustainable implementation of activities;
2. Available and accessible information on, and increased awareness of, volunteerism for development (V4D);
3. Policy recommendations that will result in the drafting of regulations on volunteerism;
4. Enhanced volunteer management capacity of HCYU, VIOs, and individual volunteers to better assist youth and other vulnerable groups through the promotion of volunteerism for development (V4D).

VVIRC will focus on the following core areas of intervention:

- Coordination, networking and project management – Coordinate contributions of stakeholders, develop national and regional linkages for sharing & support, link with donor agencies, maintain the support from VVIRC Project Board, manage VVIRC staff, coordinate the creation of regional volunteer centres with a focus on rural areas and secure the registration of VVIRC as a statutory body;

- Information and advocacy - Setting up of information & resource centre (including best practices and tools) with a website, creation of networks (volunteers, VIOs, corporate volunteers and trainers network), recruitment & placement of volunteer candidates on database & website, coordination of national events to promote volunteerism (professional conference and volunteer promotion campaign), research on volunteerism for development, and sharing of information on volunteerism legislation and youth related policies (through website); establishing a national online volunteering system and facilitate global online volunteering;
- Policy recommendations – Together with HCYU develop policy recommendations in support of volunteerism;
- Legal regulations – Based on policy recommendations, develop draft regulations on volunteerism; these regulations should later serve as input for a legal framework on volunteerism; the legal framework will most likely not be achieved within the project period;
- Coordination and consultation with key stakeholders (including civil society, NGOs, VIOs, and others) and lobbying in close cooperation with ministries to develop such regulations in support of volunteerism;
- Capacity development – Both internally and externally, developing HCYU capacity and suggested structure, and providing trainings for volunteers, VIOs, government and local authorities. This will also include training on how to apply the rights-based approach and making programmes and projects more target based.
- Gender balance and gender equality concerns as identified in initial base-line study conducted at start of the project. The recommendations of the study will be integrated in all elements of the project as a cross-cutting issue. Accordingly, a number of mechanisms will be established to ensure that this project will be gender responsive in all its actions and initiatives.

These include:

1. A target is set to achieve at least 30 % women's participation (and at least 30% men's participation) in the set-up of the Project Management Team/Unit; Project Board; and in every activity organized by VVIRC including workshops, stakeholder consultations; national conferences, trainings, and study tours activities;
2. Make a conscious effort to work with women's organizations and/or women's groups;
3. Support specific campaigns to attract more male volunteers (if this is found to be an issue in the initial based-line study);
4. Raising awareness of gender equality by specific trainings and empowering the leadership of women;
5. Ensuring that all project contractors, trainers and advisory teams are gender balanced; and the produced Information Educational Communication (IEC) and campaign material is gender sensitive avoiding gender stereotypes; and
6. Continuing the collection and management of sex-disaggregated data, for monitoring and evaluation of activities to ensure that gender equality is fully addressed.

2. OBJECTIVES AND SCOPE

The evaluation will closely examine, but not would be limited to, the following objectives:

1. Review of project performance and achievement against its objectives;

This include an assessment and documentation of project progress made so far against the expected results as stipulated in the project document and annual work plans. Apart from that, project's results should be rated in the following aspects:

- **Relevance:** Responsiveness to the needs and priorities of YU, UNDP and UNV's mandate and beneficiaries' needs. Were the project's activities relevant, appropriate and strategic compared to the national goals and UNV mandate in promotion of volunteerism for development? Quality and logic of project rationale and design? Are the project activities benefiting the beneficiaries as defined in the project document?
- **Effectiveness:** To what extend project objectives have been achieved? Progress towards the achievement of development results including the review of the results and resources framework and implementation of better processes to achieve those results. To what extent the project has contributed to addressing problems stipulated in the project rationale: Poverty Situation, youth and vulnerability and current status of volunteerism in Viet Nam? (Please refer to approved project document for details)
- **Efficiency:** Were activities cost efficient? Were output/objectives achieved on time? Was the project implemented in the most efficient way compared to alternatives? Assess the efficiency of implementation and costs utilization based on the activities outlined in the project document.
- **Sustainability:** Sustainability assessment includes two aspects: financial and technical, looking at mechanisms and plans the project has put in place to ensure its continuity beyond the project cycle. Has YU developed any financial and technical strategies and plans for the sustainability of the project activities beyond the project cycle?
- **Effects:** By the mid term of the project, the positive and negative changes produced by project intervention, directly or indirectly, intended or unintended. The examination should include the positive and negative impact of project intervention, such as changes in terms of understanding and promotion of V4D, volunteer mobilization to various project activities, policy recommendation, relating to volunteerism, to the government of Vietnam; establishment of Vietnam Volunteer Information Resource Center (VVIRC); how VVIRC has planed to benefit volunteers of diverse social background and categories?

2. Identification of any gaps in project management, coordination mechanism as well as technical support to the project, and

recommendation of workable solutions that can be applied for better project management in future; This assessment will try to answer, but not limited to, the following questions:

- What have been some of the challenges and limitation to manage and implement the project activities?
- How did the project management unit tackle these challenges and limitations?
- What are the plans and strategies to avoid or mitigate the challenges in the future?
- What are the specific recommendations for future planning and implementation of the project?

3. Assessment of contribution to and promotion of volunteerism so far achieved by the project.

- UNV recognizes that volunteering means different things to different people and that there is a wide range of ways to promote volunteerism. Within this context, the evaluation should cover different aspects of volunteering.
- What is the distinctive contribution or added value of UNV volunteers to the outcomes of the project?
- Without the involvement of UNV volunteers, what would have been different? Would the outcome have been the same, slower, negative, not happened at all?
- How did UNV in the project contribute to stimulating local volunteerism?
- What were the helping and hindering factors to the stimulation of volunteerism in the project?

4. Assessment as to what extent the project took the dimension of gender and human rights particularly if the project promoted gender sensitive and a rights-based approaches in its formulation and implementation.

5. Evaluation of how the institutional relationships developed throughout the project particularly in supporting partnerships development, building capacity for targeted stakeholders, promoting participatory approaches; how they can be strengthened in the future.

3. SCOPE OF WORK

The international consultant will work together with a national consultant as a team to deliver the final product. The International Consultant will be the Team Leader and will have overall responsibility for the quality and timely submission of the final products. The national consultant will be recruited by UNDP Viet Nam under another TOR (Annex 1c - Attached for reference).

Specifically, the team leader will perform the following tasks:

- Lead and manage the evaluation mission;
- Design the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Decide the division of labor within the evaluation team;
- Desk review of all relevant documentation related to the project, including policy and programmatic documents, and monitoring reports;
- Mapping of stakeholders;
- Preparation of an inception report;
- Conduct of meetings and interviews with key project informants, including the UNV country team, YU, MOLISA, Vietnam Red cross and Women Federation, and other relevant Government counterparts, local authorities, Youth Volunteer Groups, community leaders and key partners/ stakeholder representatives.
- Site visits to areas where the project is implemented, and conduct of focus group meetings with stakeholders.
- Preparation of mission aide- memoire, draft evaluation report, 2-page evaluation brief and recommendations matrix.
- Presentation of the draft evaluation report to Project Steering Committee and other relevant stakeholders to get comments, feedback and recommendations.
- Finalise the evaluation report integrating agreed comments and recommendations from the stakeholders' meeting.
- Finalize and submit the final evaluation report.
- Provide lead and guidance to the national consultant on necessary support/assistance the latter should provide to his/her work as IC.

4. DURATION OF ASSIGNMENT, DUTY AND EXPECTED PLACES OF TRAVEL

The international consultant will work with a national consultant to carry out the evaluation for a period of 25 days starting from 11 May to 15 June 2011 tentatively including the field visit to project sites in Ho Chi Minh, Hue and Hanoi. Three days will be allotted to each provincial site including travel time while the rest will be in Hanoi which will include the project area in Hanoi and HCYU Office.

5. FINAL PRODUCT

Expected outputs for this evaluation are:

- Inception report including:
 - Evaluation matrix with key questions, indicators and means of verification
 - Detailed information on evaluation methods and tools to be used
 - Evaluation work plan
- Aide memoire of evaluation mission
- Draft and final evaluation report with executive summary that can be used as stand-alone document
- Two-page evaluation brief
- Recommendations/ management response matrix (for UNDP, UNV and YU)

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Steps in the evaluation process	Estimated # of working days	Deadline for completion
Desk review	3 days	13 May
Stakeholder mapping	2 days	15 May
Briefing meetings and interviews	2 days	19 May
Preparation of inception report and submission to PSC	2 days	22 May
Evaluation mission (including travel time) to project sites	10 days	23 May– 3 June
Preparation of mission aide-memoire, draft evaluation report, 2- page evaluation brief and recommendations matrix;	4 days	7 June
Feedback from UNV to consultant on evaluation report, evaluation brief and recommendations matrix and necessary changes		---
Presentation of final evaluation report (including travel time, if necessary)	2 days	9 June
Total:	25 days	

Once dates have been confirmed, a detailed plan for the evaluation mission will also need to be prepared in coordination with the UNV country office team and VDVN project team.

7. REQUIREMENTS

The assignment will be contracted to a consultant team with experience in the substantive area and knowledge of volunteerism. The consultant team will include one international and one national (Vietnamese national) consultant.

The international consultant will possess:

- University degree at the post-graduate level in the social sciences, development, management or other relevant field of study
- 7 years work experience of which at least three in a developing country
- Proven track record and experience in evaluating interventions around volunteerism and development
- Knowledge and experience of volunteerism with its diverse manifestations and cultural settings
- Excellent analytical and report writing skills evident by provision of 2-3 samples of his/her own reports

The national consultant will possess:

- University degree in the social sciences, development, management or other relevant field of study
- 7 years work experience
- Proven track record and experience in evaluating interventions around volunteerism and development
- Knowledge and experience of volunteerism with its diverse manifestations and cultural settings
- Excellent analytical skills
- Demonstrated ability to effectively interpret and translate between both Vietnamese and English through interpretation/translation experiences reflected in the CV

8. REVIEW TIME REQUIRED AND PAYMENT TERM

First installment of 20% of contract value upon on acceptance of the workplan. Three (03) working days will be required to review the workplan.

Second installment of 80% of contract value upon acceptance of the final assignment report. Ten (10) working days will be required to review the final assignment report.

9. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

√ PARTIAL

INTERMITTENT

FULL-TIME

10. ANNEXES

Approved VDVN Project document