



Term of Reference (TOR)

Consultant(s) to implement data verification and review of MEL System

for the “Inclusive and Sustainable Clam and Bamboo Value Chain Development in Vietnam” project

1. Backgrounds

Oxfam is a global movement of people working together to end the injustice of poverty. That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

Oxfam is a confederation of 20 organizations working together in more than 90 countries. We are part of a global movement for change, empowering people to create a future that is secure, just, and free from poverty.

Oxfam in Vietnam is working to seek transformative changes in policies, practices and beliefs in ways that will fundamentally improve the lives of poor and marginalized women and men and ensure that all citizens have the same opportunity to enjoy their rights. Oxfam in Vietnam current country strategy contributes to shaping the debate on extreme inequality in Vietnam and globally, our four-programme includes women rights', building resilience to disaster, climate risks and emergency response, sustainable food and fair sharing of natural resources, and good governance.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Oxfam in Vietnam in partnership with International Collaborating Centre for Aquaculture and Fisheries Sustainability (ICAFIS), Research Center for Non-Timber Forest Products (NTFPRC), Vietnam Chamber of Commerce and Industry (VCCI) implements the 4-year project named: **“Inclusive and Sustainable Clam and Bamboo Value Chain Development in Vietnam”** (SCBV) which is funded by the European Union during the period of 2018 - 2022. The Project will focus mainly on the 5 provinces: Tien Giang, Ben Tre, Tra Vinh (clam value chain) and Thanh Hoa & Nghe An (bamboo value chain). The project contributes to reducing poverty and inequality in rural areas of Vietnam through facilitating the adoption and practice of sustainable standards by clam and bamboo producers and processors; improving access to market and finance as well as production efficiency; empowering small-scale producers and working with public-private alliances for good value chain governance.

Specific Objectives (SO):

- (SO1) SSPs and Micro/Small and Medium Enterprise (MSME) processors of clam and bamboo VCs have increased income from sustainable production practices, improved business efficiency and access to markets.
- (SO2) Clams and bamboo value chains in five provinces are better organized, equitable and inclusive.

Expected results:

- R1: 35,000 SSPs (in clams and bamboo) have enhanced capacity to adopt appropriate production techniques and practice sustainable standards (MSC or MSC-based FIP and FSC)
- R2: 150 SSP groups are better organized and strengthened capacity to negotiate for their position and equitable benefit sharing among VC stakeholders

- R3: 60 MSME processors, including 7 lead firms (LF), enhance added value and improve their investment and sourcing policies through application of innovative management and technologies
- R4: Improved SSPs and MSMEs' access to market
- R5: Public private alliances (PPA) established at provincial level function effectively and national policies are improved to enhance and support sustainable and inclusive value chain development

Oxfam in Vietnam employs a comprehensive Monitoring, Evaluation and Learning (MEL) system to track the project progress, assess its impacts, capture lessons learnt to share with a wide range of stakeholders and apply for future projects. In the first year of the project (2018), the SCBV project has engaged with a team of MEL experts to support the project in setting up a good MEL system and developing MEL methodology and framework. The SCBV project has an overall logical framework with indicators for impact, outcome, result and output levels which are operationalized in a MEL system defining the exact terms and indicating the procedures for measurement during monitoring and evaluation. Additionally, a database will be created in which these data can be stored and easily compared to the original targets.

In accordance with the project work-plan, an annual monitoring by the end of year 3-early year 4 is expected to be conducted by external MEL consultants to monitor the Action impacts against methodology and indicators. Therefore, this TOR is developed for the short-term mandate of MEL expert(s) to work with Oxfam MEL specialist to support the SCBV project in **“Implement data verification and review of MEL system - assess the output/outcome indicators and fed them into the database”** in April-May 2021.

2. Objectives

- To provide technical assistance and coaching service for SCBV project's staff and partners to implement the designed MEL system that is aimed at reviewing and updating data set for project's report of the 3rd year in light of the MEL manual guide.
- To strengthen capacity of SCBV project's staff and partners in the implementation of MEL system in the year 4 of the project.

3. Tasks and Deliverables

Suggested activities to be carried-out:

- Reviewing of current logical framework and project documents of SCBV project.
- Reviewing of current data sources and related reports/documents (baseline, mid-term, project reports etc.) of SCBV project.
- Working with Oxfam MEL specialist, project's staff and partners to develop a data collection plan that includes procedures, timelines, and tools applying the project's MEL system guide and tools.
- Conduct meetings/ field trips to collect monitoring data for the 3rd year of project MEL system implementation.
- Reviewing and provide technical assistance/verification of data collection feeding into the MEL Databases and related forms.
- Supporting SCBV's related staffs to ensure data validity, interpretation, and meaningful reporting of the 3rd year of the project implementation.

Expected deliverables:

- Monitoring data collection forms for field data collection using the designed tools of the project's MEL system.
- Project Databased filled in with collected data for the 3rd year.
- A monitoring report with a set of MEL database which update the project achievements by the end of year 3 against the output/outcome indicators and fed them into the database (this requires field verification and review of activity reports).

4. Proposed workplan

No	ACTIVITY	Timeline	Responsibility of Oxfam and SCBV staff
1.	Work with Oxfam's staff to finalize mission tasks and agenda	Week 4 of April 2021	Clarify the objectives and expectations of the mission
2.	Reviewing of the project documents and MEL requirements for implementing the designed MEL system	26 April – 3 May 2021	Review and agree upon the developed materials
3.	Complete a set monitoring data collection of the 3 rd year including an overall guide and accompanied forms	2 – 6 May 2021	Review and agree upon the developed materials
4.	Work with Oxfam to conduct field verification and review of activity reports to monitor the Action impacts against methodology and indicators - assess the output/outcome indicators and fed them into the database.	5 – 15 May 2021	The consultant, Oxfam MEL specialist, project staff, and partners
5.	Provide technical assistance to project's staff and partners to clean data, generate reports from the database to feed them in the project's annual report according to donor's requirements	10 – 18 May 2021	The consultant, Oxfam MEL specialist, project staff, and partners
7	Submit a final completion report of the consultancy	25 May 2021	Verify the completion report and follow-up actions

5. Skills and competencies of consultants

- Thorough understanding of result-based MEL systems and tools.
- Proven experience (at least 5 years) in establishing and developing MEL system for NGO's development projects, preferably including on issues of value chain development, rural economic development, social issues in aquaculture and agricultural sectors.
- Qualifications in one of following majors: food industry, non-timber products, aquaculture, environments, natural resource management, sociology or economics.
- Strong knowledge, skills in IT software designing, developing IT based solutions for project management, project MEL.
- Experience in developing and facilitating participatory MEL processes such as outcome mapping.
- Strong skill set in both quantitative and qualitative, participatory methods
- Experience in training, facilitation, mentoring and/or support for capacity building in MEL and change processes.
- Commitment to equal opportunity and gender equality with demonstrated experience in integrating gender and diversity issues into program MEL system;
- Effective team work skills
- Good analytical skills
- Excellent Vietnamese and English writing skills.
- Strong computer skills, SPSS/EPI Info/STATA/ CPro 4.0 that would be an advantage.

6. Proposal submission

The Proposal should be specified in terms of:

- Introduction of the Consultants' profile and related experience (CVs);
- Technical proposal achieving all expected objectives within mentioned timeframe (including framework, team structure, implementation plan...);
- Financial proposal that specifies number of working days required and consultancy rate;

How to Apply: The Proposal should be submitted in English by email with subject mentioning “**Clam&Bamboo – MEL system implementation**” to HR.Vietnam@oxfam.org.

The closing date for application: 23 April 2021.

We regret that only short-listed applicants will be contacted for an interview.



*This project is funded by
The European Union*