



TERM OF REFERENCE

Consultancy for Final Evaluation

“Sustainable and Equitable Shrimp Production and Value Chain Development in Vietnam (SusV) Project

I. Background

Shrimp production and related activities provide livelihoods for over a million of people and is a potential source for improving food security and income for the small-scale producers (SSP) who account for more than 80% of Vietnam shrimp production. However, the booming of Vietnam shrimp industry which strongly relies on saline water ecology, has been associated with many social and environmental effects.

SusV project which is funded by the European Union under SWITCH-Asia Programme was implemented in 4 years from 2016 to 2020 by Oxfam in partnership with the International Collaborating Centre for Aquaculture and Fisheries Sustainability (ICAFIS). It specifically aims at reducing the negative impacts from the shrimp sector with geographical focus in Soc Trang, Bac Lieu and Ca Mau provinces which together accounted for 93% of shrimp aquaculture area and 84.4% of production of Vietnam. It targets to ensure the livelihood of SSPs particularly women through developing and sustaining both vertical and horizontal value chain linkages and link them to the regional and global supply chains, improve economic performance of SME shrimp processors and at the same time support to foster their corporate social responsibility to workers. The project introduces and promotes the sustainable practices in resources consumption efficiency (water, energy and feed), implementation of responsible standard compliance, as well as value chain financing scheme promotion in the shrimp sector. Overall, the project contributes to sustainable economic prosperity and poverty reduction in Vietnam through improving social and environmental impacts of shrimp production and processing.

The project has been completed by end of February 2020. Oxfam is looking for a national consultant team to conduct a final evaluation of the project.

II. Project final evaluation

1. Objective

The main purpose of this final project evaluation is to assess the performance and document the lessons to generate learning and reflection. Specifically, the evaluation will:

- Assess the project achievements against the overall objectives and its impacts on the lives of various beneficiaries, including shrimp small-scale producers, processing SMEs, staff of the local government and agricultural agencies, and bank staff, using five evaluation criteria of the Organization for Economic Co-operation and Development's (OECD) Development Assistance Committee (DAC) (as detailed underneath);
- Generate lessons learnt from the implementation of the project activities and achievements that will be useful for future projects in the same sector;
- If appropriate, review the achievements on visibility requirement;
- Develop specific recommendations that might benefit for the design of future project (including useful recommendations for SMEs and local/provincial authorities).



2. Evaluation criteria

Relevance:

- Review the relevance of the project intervention to the 2030 agenda for sustainable development and the 10 year framework of programmes on sustainable consumption and production patterns (10YFP);
- Review the relevance of the project intervention to the development policies and programs of Vietnam and the local governments in the project sites;
- Review the relevance of the project intervention to the problems to be addressed, needs and priorities of beneficiaries and key stakeholders;
- Analyse any change in project context.

Efficiency:

- Review how the project intervention and strategy has transformed available resources to expected outcomes in terms of quantity and quality;
- Review how the project has overcome unforeseen difficulties and deliver project outputs within budget.

Effectiveness:

- Review what results have been achieved versus the targets in the logframe and identified problem to be addressed;
- Review whether there have been any unexpected results and how they have affected the target beneficiaries;
- Review how the key approaches and strategy (including value chain development, multi-stakeholder partnership, stakeholder capacity development and empowerment, building climate resilience, and gender mainstreaming) have contributed to the successes or handled the challenges of the project

Impact:

- Review the impact of the project in terms of technical, economic and social, and policy levels;
- Review how the project has contributed to improving the lives of target SSPs.

Sustainability:

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

3. Approach and method (basic methodological requirements)

The evaluation team will be responsible for developing the evaluation plan, including methodology and tools. The evaluation team should employ a mixed quantitative and qualitative methods that include the followings:

- A desk review of key documents, including project documents, baseline survey and monitoring reports, MEL data, project inception, annual progress and mid-term review reports, publications, financial reports, and others;



- A collaborative approach to engage staff, partners, other key stakeholders and donors 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 qualitative assessment techniques (including: in-depth individual interviews, key informant interviews, focus group discussions, observations and story of change documentation, human interest case studies, and photographs).

4. Implementation plan and submission

Tentative timetable

The following schedule provides a tentative timetable for completing the project final evaluation, and should be carried out by the consultant(s) in coordination with Oxfam staff and project team:

# Days	Schedule	Activity
	01 – 04 September 2020	Consultants send Oxfam their detailed design, work plan, and an estimated budget to carry out the tasks. Final selection of the consultant team.
0.5 day	07 September 2020	Clarify purpose, scope, and key questions
2 days	08 – 09 September 2020	Conduct desk review of project documents and other key literature
2 days	10 – 11 September 2020	Develop inception report including design of evaluation methods and tools
10 days	14 – 23 September 2020	Conduct field trip (including method testing)
1 day	28 September 2020	Debriefing on preliminary evaluation findings and the mission to Oxfam and partners
5 days	29 September – 05 October 2020	Analyse field data and submit 1 st draft report
2 days	06 – 07 October 2020	Collect information and discuss with partners, stakeholders and beneficiaries at national level
3 days	08 – 12 October 2020	Complete and submit the 2 nd draft report that incorporates inputs from the project team and the national stakeholders
3 days	19 – 21 October 2020	Complete the project final evaluation report in both English and Vietnamese
28.5 days		

Note: Logistics for the field trips and consultations will be facilitated by Oxfam staff and ICAFIS staff.

Fieldwork related expenses will be part of the financial proposal submitted to Oxfam by the consultant team.

Deliverables and submission dates



The 1st draft project evaluation report in English (including annexes with all notes and questionnaires) must be submitted to Oxfam by 05 October 2020, and the final project evaluation report in both English and Vietnamese must be submitted to Oxfam by 21 October 2020 at the latest.

Key deliverables will include primary data collected, meeting minutes, interview notes, case studies, photos and a final report in both English and Vietnamese. The maximum length of the final evaluation report is 25 pages (excluding appendixes). The draft structure of the evaluation final report must be included in the application proposal (to be discussed and agreed with Oxfam).

III. Qualifications of the evaluation team

Team Leader

The qualifications and criteria for selecting the Team Leader are as follows:

- At least a Master level degree in a relevant field;
- Strong knowledge and proven experience in aquaculture and/or shrimp value chain development, sustainable consumption and production;
- Demonstrate proven at least 10 years' experience in development projects and programmes management, monitoring and evaluation including the use of quantitative and qualitative methods and participatory tools;
- Strong understanding of gender equality and social inclusion;
- In-depth knowledge of international good standards and practices;
- Ability to lead a multi-disciplinary team;
- High level of written and verbal English.

Team members

The qualifications and criteria for selecting the evaluation team members are as follows:

- Experience in value chain development in aquaculture and/or shrimp in particular;
- Experience in applying participatory approach, quantitative and qualitative methods;
- Experience using quantitative and qualitative methods and participatory tools;
- Good gender balance;
- Excellent written and verbal Vietnamese communication skills;
- Good English language skills are advantage.

IV. Deadline for application

Interested consultant(s) should submit their technical and financial proposal in English, including detailed design and methodologies, 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.

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

Deadline for submission: CoB on 30 August 2020

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