

**Terms of Reference for External Evaluator
For The Continued Proposal¹ on Mekong Community Networking and Ecological Trading
(MECO-ECOTRA)
for the period from July 2010 to June 2013**

Final version December 25th 2012

Hanoi December 25th, 2012

¹ The Continued Proposal on Mekong Community Networking and Ecological Trading (MECO-ECOTRA) for period of July 2010 to June 2013 is the second phase of the “*MECO-ECOTRA development strategic framework from 2005 -2015*” which has been implemented via a contract No. VN102011 - ICCO - SPERI for the first three years, 2006 - 2009.

MECO-ECOTRA/SPERI project period from July 2010-July 2013:

ICCO : Project No: 76-03-02-015. (60%)

Others Donors bellow: 40%

BROT. Project number: No. 8-LAO-1011-0006; Project number: No. 8-LAO-0911-0003

CCFD. Project number: LAO-0017-11-3792

NPA Project number: NF05 Project number: 03/2013/NPA NH/GC

Ecumenical Scholaship programme (ESP) Project number: S-VNM-1005-0002-ESP

UNDP. Project number: 2010-06-03

Terms of Reference

I. Project Background and Context

Regional Mekong is recognized as an area rich in diverse mosaics of natural and cultural heritage. The Mekong watershed, shared by six countries is the home to around 70 million indigenous people and other marginalized groups. Natural endemic ecosystems and agro-ecosystems offer treasures in biodiversity which form the basis of traditional livelihoods. Traditional civil society supports these livelihoods and is the self-maintained living heritage of these communities, inherently accepted and respected by the local people.

Mekong countries understandably have ambitions of becoming more developed nations and these countries are becoming increasingly interconnected to the global market and are inevitably being affected by the processes of globalization, industrialization and international flows of capital, technology and people. Natural resource exploitation and new development programs that drive the process of globalization frequently devastate areas rich in biodiversity and cultural heritage. Current extractive industries are increasing in intensity and include mining, forestry, massive hydropower operations, industrial chemical agriculture and contracting of land for cash crops and plantations. To make way for further intensification of these development efforts the legal framework is being reworked to give favour to privatization and extraction of local resources. The presence of more firms and businesses in the areas of indigenous communities threatens the maintenance of community structures and traditional practices. With new development schemes there has been a failure from governments in the region to address the *actual needs and concerns of local people*. Most development schemes fail to improve the quality of life for marginalized people, they create *disparity in the social structure* and there is often a *lack of community consultation and participation*. This goes together with an immature view from governments which don't understand the value that traditional civil society and local knowledge has to offer to local people.

Propaganda and education systems are being reworked to suit a high paced approach of industrial development, and the formal educational curriculum has been revamped with an industrial focus. Indigenous peoples, especially youth in the highlands are often not well accommodated for in the formal educational system. The shift towards industrial topics at vocational training schools represents a move away from the forms of knowledge and methods of teaching that suits these youth. Indigenous youth will continue to be marginalized in the new system and at the same time will lose future prospects of a traditional farming career, with associated traditional forms of knowledge and community education lost forever.

Indigenous minority people are under threat of the dissolution of traditional practice, land ownership, livelihood, culture and community spirit, their *values* and spiritual belief. This contributes to a *loss of identity* and a *value crisis* which is a consequence of (1) loss of land and forest rich in biodiversity, the degradation of fertile land and erosion of soil; (2) globalization and the promotion of a demanding consumer society based on the exploitation of natural resources; (3) 'development' schemes brought in by 'outside investors' such as multi-national

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companies; and (4) Resettlement programs and displacement². Inherent in all of these issues is the top-down control and insensitive approaches of centralized governments that have contrasting values and visions to those of minority people.

Since the 1990s, the key strategy of SPERI has been to: 1) fight against top-down centralized policy making approaches to forestland management; 2) connect elders and young key-farmer who are strongly practicing their traditional values of community governance and natural resource management according to their own customary laws, spiritual beliefs, and local knowledge, to build up their capacity and confidence; and 3) Stimulate diverse Community Based Organizational and Institutional Networks (Networks of CBOs & CBIs) for strengthening Organizational and Institutional Development (OD & ID) locally, regionally and internationally in order to overcome the interrelated problems of isolation, in-confidence and no-ownership.

To achieve these ends, SPERI has built up MECO-ECOTRA (MEKong COmmunity Network Action for ECOlogical TRAding), a regional network of traditional elders and key-farmers, as a foundation development partner. MECO-ECOTRA operates in terms of six thematic networks: 1) Customary Law in Community Governance and Management of Natural Resources; 2) Community Ownership of Spirit Forest and Bio-Cultural Diversity; 3) Eco-Farming Knowledge for Sustainable Land Use Planning and Livelihood Security; 4) Herbal Medicinal Wisdom for Community Healthcare and Biodiversity Preservation; 5) Women's Wisdom in Natural Dying and Embroidery of Textile Handicrafts; 6) Farmer Field School (FFS) for Teaching by Learning, Learning by Doing toward Leadership in Democratization and Decentralization.

MECO-ECOTRA is the Grassroots foundation for Traditional Civil Society Organizational & Institutional Development beyond national, territorial, social, and political borders. It provides the visionary, strategic and practical direction of SPERI's journey based on the interactional principles of Biological Human Ecology Theory which underlies SPERI's approach to the daily challenges and obstacles as well as advantages when working with the Indigenous People in the Mekong region. It is a vital partner of SPERI and is always leading SPERI forward from 1995 – 2005 – 2015 and continuing up to 2025.

MECO-ECOTRA focuses on consolidating livelihood sovereignty defined in terms of 5 interrelated rights: 1) the right to Land (basic); 2) the right to performance one's own religion on one's own land (unique); 3) the right to practice one's own knowledge in daily farming (practice); 4) the right to decide what to grow on one's own land (holistic); and 5) the right to co-government of one's land (strategic).

In 2010, in response to new challenges, and to meet needs raised by the farmers themselves, SPERI/MECO-ECOTRA reorganized the above mentioned 6 network themes to give priority to three themes including: 1) Community Institutions in Watershed Resource Management to meet with the

² Resettlement programs – refers to the displacement of people from their traditional lands, the merging of communities into larger centers that are easier for centralized governments to control and the relocation of people due to extractive operations, such as mining and hydro-power.

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Community Rights to Co-manage Natural Resources strategy³; 2) Eco-farming in land use planning to meet with traditional and local values and ways of life by promoting local knowledge participation at all levels⁴ of Farmer Field Schools and Curriculum⁵ development for local governing in food sovereignty and security (household, community, regionally and inter-regionally); and 3) Community based Eco-Enterprises in order to initiate local niche market network for security and self-sufficiency.

The Agreement to finance a three year program (“*MECO-ECOTRA development strategic framework from 2010-2013*” which has been implemented via a contract Project number: 76-03-02-015. Project name: SPERI Program 1008-1307. Period of support: 1-8-2010-30-7-2013) was approved by ICCO. The total budget of the program is 1.000.000 Euro, in which ICCO (Inter-Church Organization for Cooperation and Development), the Netherlands, approved 60% of the total budget. The remaining 40% was later on raised through support from: 1) Bread for the World (BftW), Germany; 2) CCFD (The Catholic Committee against Hunger and for Development), France; 3) Norwegian People’ Aids (NPA); and a small grant from UNDP in Vietnam. The Continued Proposal on Mekong Community Networking and Ecological Trading, July 2010– June 2013 was funded by all the above mentioned donors.

II. Objectives of the Evaluation

The objectives of the external evaluation are to determine the effectiveness of the project in achieving its outputs and outcomes as part of a process of consolidating lessons learned and providing recommendations that will be helpful to the organization’s programming of activities for the next phase of Mekong Community Networking and Ecological Trading development. In this context, the evaluation should provide answers based on the following criteria:

1. Relevance – do we do the right thing?
2. Effectiveness – do we reach the objectives of the project?
3. Efficiency – do we reach the objectives with an acceptable level of means?
4. Development impact – do we contribute to objectives on a higher development policy level?
5. Sustainability – is the impact sustainable?

At the end of the evaluation process, the evaluation team leader shall submit to SPERI and donors a final evaluation report based on the terms of reference described below.

III. Terms of Reference - Key Questions

A. Project design

³ The hottest challenge to MECO-ECOTRA is protecting their spirit forest and forest land from grabbing by local and international companies

⁴ Eco-farming household level (Mr Hoang Van Phuoc, Mr Som lit, Mr Leng Van Suong) to demonstrate ways of self-sufficiency for advocacy; Community Ecological Landscaping/Mapping and Rotational Harvesting for Enriching Local Wisdom and Custom in Managing and Preserving Natural Resources in Watershed Areas in order to lobby Convention Agricultural Extension Service which is mushrooming over the mountainous villages in Vietnam and Lao (Long Lan case) . Regional Eco- Farming Farmer Field School aimed to eradicate and lobby Official Vocational Conventional Technical Training Centre of the provinces of Vietnam (Simacai Farmer Field School) ; International level to initiate Eco- Farming Curriculum for “Teaching by Learning – Learning by Doing” for broadening philosophy and behaviour of Bio- Human Ecology theory (the theory of nurturing nature from Indigenous people who worship nature in Mekong region) for international lobby strategy

⁵ See www.speri.org/link ffs

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Challenge and strategy analysis

1. Assess the depth and accuracy of SPERI's analysis of the challenges facing ethnic minority farmers in the Mekong region (*focus on Livelihood Sovereignty⁶ via 5 rights based approach*).
2. How appropriate is SPERI's MECO-ECOTRA Strategy for meeting these challenges? (*Focus on Customary Based Conflict Resolution and Forest Land Rights via Allocation Approach, and Eco-farming in Land Use Planning following Land Rights*)
3. How effectively does this strategy build upon SPERI's earlier achievements? (*Focus on local knowledge in eco-farming and herbal wisdom for food security and community health care via lobbying conventional Formal Vocational Technical Training at provincial and district level included attracting more local and international donors*)
4. Assess SPERI's analysis of the challenges facing MECO-ECOTRA. (*Focus on regional connection with Towards Organic Asia (TOA), International Network of Engaged Buddhists (INEB), Universities nationally and internationally and others for education and influence⁷*).
5. How appropriate to these challenges is the strategy of transforming the 6 MECO-ECOTRA networks into 3 themes?
6. Is there a strong interconnection between these 3 themes?

Design of Activities, Outputs, Outcomes, and Objectives

1. Were the proposed activities appropriate for achieving their expected outputs?
2. Were the expected outputs consistent with their expected outcomes?
3. Were the expected outcomes consistent with the objectives of the project and relevant as solutions to the problems being addressed by the project?

B. Project outcomes (give special attention to outcomes 1, 6, and 2 of program contracted in July 2010-July 2013 between ICCO and SPERI **Contract No: 76-03-02-015**).

1. What objectively verifiable indicators are there for the achievement of the project's outcomes, and how effective were these outcomes in addressing the problems identified in the project proposal?
2. Were the achieved outcomes consistent with the objectives of the project and relevant as solutions to the problems being addressed by the project?
3. Has the transformation of MECO-ECOTRA's 6 networks into 3 themes resulted in:
 - a) An increase in the capacities of farmer?
 - b) Furthering the promotion of **Young Indigenous Ethnic Leadership Development Strategy (YIELDS)** through Farmer Field Schools?

⁶ MECO-ECOTRA focuses on consolidating livelihood sovereignty which is defined in terms of 5 interrelated rights: 1) the right to Land (basic); 2) the right to performance one's own religion on one's own land (unique); 3) the right to practice one's own knowledge in daily farming (practice); 4) the right to decide what to grow on one's own land (holistic); and 5) the right to co-government of one's land (strategic).

⁷ Students from Hanoi University, International Academic Students, internships inspired by Eco-Farming in Farmer Field School while taking courses...

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4. How effectively are the 3 MECO-ECOTRA themes connected with activities of the Farmer Field Schools?
5. What indicators are there for integration between customary law and formal law in natural resource management, eco-farming and traditional health treatment in projects areas. To what extent have customary practices been legalized?
6. What indicators are there of the effectiveness of natural resource management by traditional community organizations in project areas, and of local authorities changing their attitudes toward natural resource management by traditional community organizations?
7. Identify any cross-cutting influences between different outputs, outcomes, and effects.
8. During the three years under consideration, traditional community land and forest was allocated to communities in Simacai, Nghe An and Laos:
 - a. What area of forestland and forest was allocated?
 - b. What kinds of conflicts were encountered between what kinds of parties?
 - c. What was the cause of these conflicts (e.g., legalities, un-transparency, non-participatory processes) and how were they resolved?
9. What unplanned outcomes were achieved during the course of the project? (For example, how many households received land certificates as an unexpected outcome of community land allocation?)⁸
10. Describe any exceptional outcomes/experiences that deserve special attention as case studies/examples of best practice.
11. Identify the barriers to achieving those output/outcomes that were not achieved.
12. Assess the sustainability of the benefits flowing to the participating communities and to the wider society of the outcomes achieved by the project.
13. Assess the sustainability (organizationally and financially) of MECO-ECOTRA at commune, district, provincial and regional levels.
14. Assess the level of extension of the pilots and activities conducted by FFS students and members of MECO-ECOTRA to other farmers (at village and households levels for eco-farming activities; at provincial level for eco-enterprise and community forest management).

C. Project organization and implementation

1. What level of involvement and participation did members of SPERI's partner, MECO-ECOTRA, have in designing and implementing the project?

⁸ What level of control over the land do the target group get after receiving the red book? In the other words, what additional rights and practical use do the target group get after obtaining the red book? What behaviour of the target groups toward the land has changed after getting the land used certificate? What hinders people from fully control over the land? And what should be changed, especially regarding legal framework on land use, to improve ownership of the land by the people?

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2. Did SPERI and MECO-ECOTRA have sufficient managerial and technical expertise for carrying out the project? Where there any areas where this was lacking?
3. Evaluate the capacity of SPERI to responding to unexpected events and circumstances that arose during the course of the project.
4. Evaluate the monitoring and evaluation system used during the project implementation.
5. How successful has SPERI been in attracting funding from other sources to contribute to its programme?
6. To what level has SPERI shifted from a coordinating role to an advisory one?
7. What are the strengths and limitations in terms of dynamic and innovative development cooperation of the relationship between Donor Organization Project Officers (POs) and SPERI?

D. Impact

1. What has been the impact of the project's outcomes for people and organizations/institutes beyond those specifically targeted, what indicators are there for this and what has been its extent?
2. To what extent has MECO-ECOTRA (including students who have graduated from FFSs and the FFS network) been successful in influencing policy making processes at commune and district levels?
3. How well do indigenous people in the provinces where SPERI and MECO-ECOTRA work (mainly Quang Binh, Ha Tinh, Nghe An, Lao Cai and Luang Prabang) know about MECO-ECOTRA and SPERI? How do they perceive MECO-ECOTRA and SPERI?

E. Recommendations from Lessons Learned

IV. Methodology

- The evaluation process will involve key farmers, elders, local authority officers, local and national media, senior staff of SPERI, and pay special attention on **Young Indigenous Ethnic Leadership Development Strategy (YIELDS)** at different farmer field schools (Long Lan, Simacai, HEPA⁹);
- The evaluation team is expected to apply the following approaches: (1) Get to know MECO-ECOTRA and its 6 thematic approaches over time via SPERI's senior staff's holistic overview and **YIELDS** at HEPA Farmer Field School (period 2007 – 2012); (2) Review document and information via projects¹⁰, annual reports, articles; videos of Communist Party Website, Global Cooperation Channel VCT 10 - National Television Broadcasting on forest and land rights facilitated by MECO-ECOTRA and SPERI; 3) Visit field sites for output/effect/impact indicator observation, collection, and cross-checking via interviews/meeting/debate and analysis

⁹ See annexes of annual reports, video, articles of Long Lan Community Based Farmer Field School, Simacai Regional Based Farmer Field School, HEPA Inter-national Based Farmer Field School.

¹⁰ Different project from ICCO, BROT, CCFD and NPA for ensuring SPERI's transparent and coordination skill between donors who are involved in MECO-ECOTRA framework of 2010-2013 period.

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individually and by group and open workshop at field site places; 4) Screening key informants from different themes at places for later re-confirming for further recommendations; 5) The evaluation team should feel free to facilitate approaches and skills of encouraging local key informants in order to maximize efforts for achieving answers to TOR questions; 7) An open workshop at middle period should take place at HEPA Farmer Field School for confirming impact indicators via open debate with **YIELDS** at HEPA;

- Evaluation team is expected to interview and learn: 1) how Farmer Field School (HEPA) influences students of Hanoi Agriculture University via internship yearly; 2) how HEPA integrated young network movement with Towards Organic Asia (TOA), 3) How HEPA engaged with International Network of Engaged Buddhists (INEB), VEDA program from Australian Embassy, American Ordinary School's pupils...
- The evaluation team is expected to organise meetings/presentations/workshops with key informants to get feedback during the evaluation process for:
 - process verification to correct and complete;
 - Verification of preliminary findings and recommendations
- Target location¹¹ will focus on Vietnam and Laos activities.

V. Expertise required

Evaluation associate needs more than 5 years working experiences in Community Development focusing on the Mekong region. Speaking and understanding English and Vietnamese and Lao will be highly prioritized;

Evaluation team leader needs: 1) More than 5 years working experiences in the field of Community based Organizational and Institutional Development included project planning, monitoring and evaluation; 2) more than 5 years focus on bottom-up policy analysis and lobbying with regards to local governance in natural resource management. Evaluation report is in English language.

VI. Expert Selection Process

1. Expert will send their Curriculum Vitae to SPERI and Program Officers of Donor Organizations by [group email](#)¹².
2. A representative of Program Officers together the Director of SPERI will select candidates for interviewing.

¹¹ Lao Cai province, Quang binh province and Ha tinh province of Vietnam and Luang Phrabang province of Laos

¹² dtuan@speri.org, [Le Hien <Le.Hien@iccokia.org>](mailto:Le.Hien@iccokia.org), "[Liem Dao Duc \(Vest\) <Dao.Duc.Liem@brot-fuer-die-welt.org>](mailto:Dao.Duc.Liem@brot-fuer-die-welt.org)", [Hoang Thi Xuan Diem <dpo.vietnam@npaid.org>](mailto:Hoang.Thi.Xuan.Diem@dpo.vietnam@npaid.org), [Lucie <l.bouto blaise@ccfd.asso.fr>](mailto:Lucie.<l.bouto.blaise@ccfd.asso.fr>), "[Papendieck Jan \(VEST\)" <j.papendieck@brot-fuer-die-welt.de>](mailto:j.papendieck@brot-fuer-die-welt.de), [Kees de Ruiter <kees.de.ruiter@iccokia.org>](mailto:Kees.de.Ruiter@iccokia.org), [Anne-Sophie DELECROIX <as.delecroix@ccfd.asso.fr>](mailto:Anne-Sophie.DELECROIX@ccfd.asso.fr), [Jonathon Guthrie jonathong@npaid.org](mailto:JonathonGuthrie@npaid.org), board@speri.org.

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3. Final decision for evaluation team leader and assistant will be made by January 30th 2013.

VII. Consultant's Duties and Responsibilities

VII. 1. Evaluation Team Leader

The Team Leader will take overall responsibility for the ethical, high quality and timely submission of the evaluation report in English. Specifically, the team leader will perform the following tasks:

- Transparent communication to all partners who are involved with MECO-ECOTRA development strategy: 1. MECO-ECOTRA; 2.SPERI; 3.ICCO; 4. BROT; 5.CCFD and; 6.NPA including 7.CARITAS (new in-coming partner of SPERI) and; 8. Evaluation Associate (assistant). This will be indicated in detail in the contract between SPERI and Evaluation Team Leader and Evaluation Team Leader's Assistant;
- Carefully review documents given by SPERI including approach and methodology before, during and after evidence collection and analysis;
- Work openly, sincerely and accountably with assistant and MECO-ECOTRA as well as SPERI included conducting any meeting for clarification and reconsideration;
- Interim information should be given to above 6 partners for comments straight away before final report;
- Final report of evaluation will be send to above 6 partners by email PDF file;
- Design and coordinate the detailed evaluation action plan, scope and methodology for actual performance and responsibility including field visit conduct;
- Organize the meeting with YIELDS, MECO-ECOTRA and SPERI for re-confirming logistics, legal procedure for access to field sites, middle term seminar, workshop with key informants of MECO-ECOTRA and SPERI for further recommendation;
- Full responsibility for the ethical and accurate final evaluation report before publicizing to SPERI and above partners.

VII. 2. Evaluation Leader's Assistant

The Leader's assistant will be involved in all processes of the Team Leader from preparation, data collection, analysis and finalization, and checking final report as determined by the Evaluation Team Leader. There will be basic activities in the evaluation process that will be done by Evaluation Team Leader's Associate/Assistant.

VII. 3. Reporting requirements

The evaluators will produce a concise report summarizing their findings which will cover the points described above so that these may be used to improve future programs of SPERI. The report should be tightly drafted, and usable as a free-standing document. It should focus on the main analytical points;

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indicate the main conclusions, lessons learned and specific recommendations. Cross-references should be made to the corresponding page or paragraph numbers in the main text that follows.

The main text should start with an introduction describing, first, the project or programme to be evaluated and, second, the evaluation objectives. The body or core of the report should answer Key Questions provided above. It will usually consist of:

VII.3 1. Main text

- The purpose and objectives of the evaluation
- The main research question and the specific research questions
- Explanation and justification of the methods used; a justification of selections made (of persons, villages, groups); and the scope and limitations of the evaluation.
- A (short) discussion of the relevant theoretical issues or hypotheses behind the main interventions, strategies and description of project areas.
- Presentation and analysis of findings (clearly distinguished), including unexpected, relevant findings.
- Conclusions with reference to the (specific) research questions (following key evaluation criteria relevance, efficiency, effectiveness, results, sustainability, impact)
- Recommendations for different stakeholders.

VII.3.2. An executive summary which can be used independently

VII.3.3. Annexes

1. Terms of Reference
2. Data collection and analysis techniques such as persons interviewed, places visited, questionnaire, interview guide or topic list, statistical elaboration and analysis
3. Evaluation programme (dates and activities)
4. Concepts and abbreviation list
5. List of documents / literature / materials used.

Wherever possible, for each key conclusion there should be a corresponding recommendation. The key points of the conclusions will vary in nature but will often cover aspects of the evaluation criteria. The ultimate value of an evaluation depends on the quality and credibility of the recommendations offered. Recommendations should therefore be as realistic, operational and pragmatic as possible. Recommendations should be carefully targeted to the appropriate audiences at all levels.

All reports shall be written in English. A draft evaluation report detailing the Team's initial findings and areas of concern encountered will be prepared and will be presented to SPERI approximately halfway through the evaluation through an open workshop among key stakeholders of MECO-ECOTRA/SPERI. This document will provide a source of discussion before evaluation team finally leaves from Vietnam. The draft of the final evaluation report will again be presented to SPERI by electronic mail for final comments. Upon receipt and consideration of SPERI's final comments the report

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shall be finalized and two sets submitted via courier, one to donors. Each set should include a hard copy (A4 size paper) and digital file.

Length of the report: preferably no longer than 50 pages, excluding annexes. The report should include a chapter with conclusion in concordance with to TOR, a limited number of recommendations and an executive summary.

VIII. Work plan and Time Table

Activities	Tasks	Proposed dates
Pre-Evaluation		
Formation of evaluation team	1. Accnouncemnt through sending TOR to ICCO, BROT, CCFD, NPA and International Consultancy Firm through Google search and Websites of donors for seeking candidates; 2. Candidates send their CV to email groups at page 10 of TOR ; 3. Select Candidate for both evaluation team leader and assistant by Representative of Program Officers of donors and SPERI's executive director completed official contract; 4. Arrange and completed legal procedure for check in Vietnam and Laos (Working Visa and Legitimacy for in and out included territorial border locally)	December 28 th , 2012 From January 1 st to 10 th , 2013 January 11 th – 20 th , 2013 January 20 - 30 th , 2013
Evaluation proper		
Arrive Vietnam and get to know each other at SPERI office	Overview MECO-ECOTRA and checklist of TOR included Field Work Trips Vietnam and Laos	February 5 th – 6 th , 2013
Reports and Document handling for review	Evaluation team and SPERI's Senior if needed at SPERI office in Hanoi	February 7 th – 8 th 2013
Field trip to Lao cai province	Meet FFS, community forestry and official VOTECH included group meeting with Simacai YIELDS	February 9 th to 12 th 2013
Turn back Hanoi	Present initial findings from Simacai (3 hours) at SPERI office	February 13 th AM, 2013
Field trip to Central Vietnam	Travel to Quang binh and Ha tinh included HEPA Farmer Field School (eco-farming, community forestry, key farmer network, YIELDS, TOA, INEB, Universities influence effect and impact indicator of achievement)	February 14 th to 17 th 2013
Midle term workshop with YIELDS at HEPA	Deeper understanding beyond border of impact and network action amongst young indigenous ethnic eco-farmers movement	February 17 th 2013
Turn back Hanoi for interim report and plenary feedback with Senior of SPERI	Open exchanging and feedback for correction and clarification between evaluation team and SPERI	February 18 th 2013
Writing down interim	Evaluation team in Hanoi	February 19 th 2013
Flight to Luang phrabang - Laos	Check in and review by CHESH Laos and advisory board of elder, coordinator and Hmong Association's President	February 20 th -21 st 2013
Visit Long lan	Meet up with YIELDS at Long lan and observation	February 22 nd , 2013
Meeting with Laos Authorities and feedback	Evaluation Team representing findings and get feedback from different partners: Hmong Association, Coordinators, key farmers, elders and YIELDS in CHESH Laos	February 23, 2013

MECO-ECOTRA/SPERI project period from July 2010-July 2013:

ICCO : Project No: 76-03-02-015. (60%)

Others Donors bellow: 40%

BROT. Project number: No. 8-LAO-1011-0006; Project number: No. 8-LAO-0911-0003

CCFD. Project number: LAO-0017-11-3792

NPA Project number: NF05 Project number: 03/2013/NPA NH/GC

Ecumenical Scholarship programme (ESP) Project number: S-VNM-1005-0002-ESP

UNDP. Project number: 2010-06-03

Flight back Hanoi	Digesting and reflecting	February 24 th 2013
Open workshop in Hanoi with MECO-ECOTRA representative and SPERI	Presentation of Findings, Feedback included correction; debate for further recommendation and finalize final report writing framework	February 25 th 2013
Writing final report in Hanoi and inter-sharing for clarification and correction of evident	Team leader and assistant will provide modest accommodation for finalize evident included writing report in Hanoi	February 26 to March 5 nd

IX. Duration of Consultancy Assignment

The Team Leader is estimated to work from February 5th to March 5th, 2013 (30 days); The Evaluation Associate is estimated to work from February 5th to 28th (23 days) on the entire evaluation mission.

X. Assignment location and field visits (s mentioned in the above action plan framework)

The evaluation will take place at the office of SPERI in Hanoi, Vietnam and in Luang Prabang, Laos. In regard to the logistical requirements and arrangements for field visits in remote areas, SPERI will pay attention carefully on time and cost efficiency and available human resources. These field visit itineraries are subject to the agreement of the evaluation team, which shall be finalized prior to the introductory meeting.

Final report will be presented to all above partners by digital version before the team finally leaves for their countries.

XI. Budget and Implementation arrangements

Items	Amount
Air Fares Ticket Internationally and Internally	
Accommodation and meals while in the field	
Consultancy Fees.	
Materials, supplies, travel and other cost.	
Team Leader and Assistant's daily salary	
TOTAL	

XII. Implementation Arrangements

SPERI and its field offices will provide full support to the evaluation team members during their assignment, including:

- Provision of office space, facilities and equipment while in Vietnam and Laos;

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UNDP. Project number: 2010-06-03

- Help in identifying key partners to be interviewed and setting appointments with interviewees;
- Assistance in arranging accommodations and other logistical requirements while in Vietnam and Laos

The evaluators will also be provided with:

- One return-trip economy class air tickets for the most direct route between home country and Hanoi, Vietnam, plus airport charges as required.
- Return-trip economy class air tickets, travel insurance and/or land transportation during the actual mission itinerary between Hanoi and Luang Prabang, Laos.
- Per Diem and accommodation during fieldwork in Vietnam and Laos, following SPERI travel policies.
- Miscellaneous expenses for local transportation, office supplies for producing trip reports and communication during field trips, postage, etc., reimbursable based on the actual costs incurred.

The consultants will be subject to a lump sum payment for the consultancy fee (10 % upon signing of contract, 40% upon presentation of interim report, and 50% upon submission of the final report).

XIII. ANNEXES

- a. Projects for the duration 2010-2013 including contracts between SPERI and Partners (ICCO, BROT, CCFD, NPA, UNDP and ESP scholarship);
- b. Annual reports, internal evaluation, articles, formal public website and national television links; case studies; national conference manuals;
- c. List of pilot demonstration addresses, key informants, key farmers, Elders, Farmer Field Schools, Local Authorities, Media, Researchers, University's name and person for contact./.

MECO-ECOTRA/SPERI project period from July 2010-July 2013:

ICCO : Project No: 76-03-02-015. (60%)

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BROT. Project number: No. 8-LAO-1011-0006; Project number: No. 8-LAO-0911-0003

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