

## **INVITATION FOR EXPRESSIONS OF INTEREST**

ChildFund Australia invites Expressions of Interest (Eoi) from consultants to evaluate the effectiveness of ChildFund Vietnam's Sport for Development project initiatives.

ChildFund Australia is seeking a consultant with experience in quantitative and qualitative evaluation, with demonstrated experience in Sport for Development and the role of partnerships in achieving development impact. The successful consultant should also have appropriate experience in Asia and of delivering high quality, timely evaluations of international development programs.

The evaluation will focus on:

The overall appropriateness and effectiveness of utilizing sport as a platform to achieve relevant goals and objectives of five projects. How can the quality of activities, approaches and associated outcomes be improved moving forward? What evidence is there of project effectiveness (including cost-effectiveness and sustainability) in comparison to similar initiatives (both outcome-related and other Sport for Development initiatives)?

The consultant should be available to work on dates to be agreed between March 2018 and April 2018; the final report should be approved by 30 April 2018 and will include travel to Vietnam.

Only one consultant will be engaged for this evaluation work and upon completion of the evaluation, the consultant's report will be presented to ChildFund.

The Eoi should include a consultant CV, rate, proposal based on ToR, days required to complete the work and availability.

### **Submission of Eoi**

Submit Eoi and resume on or before 25 February 2018:

Name: Caroline Pinney  
Position: Senior Advisor, Programs (Sport for Development/Resilience)  
Email address: cpinney@childfund.org.au

Annex A: Terms of Reference (attached to Eoi)

## Annex A - Terms of Reference

### 1. Introduction

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

ChildFund Australia’s Strategic Plan (2015 – 2020) has a focus on priorities of Child Protection, Youth Resilience, Education and DRR. ChildFund Vietnam contributes to these strategic objectives with a focus on education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention, ChildFund Vietnam also prioritises building the resilience of young people, by giving children and youth the opportunity to take part in sports, vocational education and life skills training, and supporting their participation in local decision-making processes.

### 2. Background

This evaluation will focus on the following five ChildFund Vietnam projects<sup>1</sup> that utilize sport as a platform to achieving either the overall goal of the project or a specific objective. These projects are implemented in partnership with communities and local government. For details, see table below.

Project	Dates	Sport component	Who	Where
Child protection and child resilience building VN03-019	Oct 2015 – March 2018	Sport utilized as a platform to achieve one out of the three project objectives: Objective 2 <i>To enhance children and youth voices to enhance their agency and ownership in issues important to them</i> (through Culture and Sports clubs - volleyball)	Children (10-18 years)	Tra Linh District, Cao Bang Province
Learning with fun VN04-024	Oct 2015 – April 2018	Education project implemented in primary schools. Sport utilized as a platform to achieve one out of the three project objectives: Objective 2 <i>Children have improved life skills and confidence through extra-curricular activities</i> (aerobics and flash-mob sport)	Students at primary school.	Tra Linh District, Cao Bang Province

<sup>1</sup> This evaluation does not include a regional ChildFund Australia Sport for Development project - ChildFund Pass It Back that is currently being implemented through ChildFund Vietnam.

Project	Dates	Sport component	Who	Where
I want to be a leader Na Ri VN03-023	Nov 2015 – April 2018	Sport utilized as a platform to achieve the overall project goal: <i>Develop leadership skills and ability of children in the community, supporting them to overcome the challenges and changes in their lives</i> (through Sports clubs - table tennis)	Children (8-15 years)	Na Ri District Bac Kan Province
I want to be a leader Bach Thong VN03-020	Nov 2015 – June 2017	Sport utilized as a platform to achieve the overall project goal: <i>Develop leadership skills and ability of children in the community, supporting them to overcome the challenges and changes in their lives</i> (through Sports clubs - table tennis)	Children (8-15 years)	Bach Thong District, Bac Kan Province
Sustainable Health Environment for Children VN06-048	Oct 2015 – June 2017	Health project. Sport utilized as a platform to contribute to one out of three outputs: A “Sport for health” pilot in secondary schools aiming to improve student’s mental and physical health.	Secondary schools	Bac Thong District, Bac Kan Province

### 3. Objective of Evaluation

The evaluation will focus on:

The overall appropriateness and effectiveness of utilizing sport as a platform to achieve relevant goals and objectives of five projects. How can the quality of activities, approaches and associated outcomes be improved moving forward? What evidence is there of project effectiveness (including cost-effectiveness and sustainability) in comparison to similar initiatives (both outcome-related and other Sport for Development initiatives)?

### 4. Methodology and Tools

The consultant will be expected to prepare by reviewing key documents, as well as conduct field visits and review meetings in Hanoi. Subsequently, the consultant will prepare a final report responding to the objectives of the terms of reference.

This consultancy will include the following steps:

- Review all available documentation relating to the relevant objectives utilizing sport in five projects (provided by ChildFund Vietnam)
- Provide suggested technical evaluation methodology and tools
- Lead a technical evaluation of project initiatives utilizing sport as a platform. This would include working with in-country staff to evaluate project activities, visit project sites and meet with implementing partners
- Participate in a partnership health check with the implementing partner
- Develop and document a final technical analysis and produce a comprehensive report with recommendations

The recruited consultant will have appropriate qualifications and experience in child-focused Sport for Development initiatives, and will be able to suggest the most effective and appropriate format for the evaluation.

## 6. Scope of Work

To lead a technical evaluation and analysis of child-focused Sport for Development initiatives with respect to:

- Examining the evidence based effectiveness of different approaches employed in each of the five projects and alignment with ChildFund Australia's (draft) Sport for Development Program Approach
- Reviewing current results and implementation methods, providing analysis of each, and identifying possible improvements
- Reviewing the current results framework and data collection process, analysing suitability and identifying possible improvements
- Advising on future project design and/or implementation adjustments that are needed (resulting from the technical review process)
- Advising on implementation models and potential partners with the desired capacity for Sport for Development initiatives.

### Coverage Area:

This evaluation will involve field visits to Cao Bang Province and Bac Kan Province.

### Timeframe:

The evaluation is scheduled to take place between March and April 2018, with final dates to be confirmed.

It is estimated that the consultant will require 15-20 working days to complete the assignment (including preparation and travel). This will include:

- Development of detailed work plan and tools in collaboration with ChildFund
- Desk review of relevant documents and phone interviews
- Fieldwork in Vietnam
- Presentation of key findings to ChildFund Vietnam in Hanoi
- Presentation of key findings to ChildFund Australia in Sydney
- Submission of draft report to ChildFund
- Submission of final report incorporating feedback from ChildFund
- Acceptance/sign-off of final report.

### Deliverables:

A 'Project Analysis and Key Recommendations Report'. The report should present findings, areas for improvement and recommendations for similar project initiatives. The final report should be no more than 30 pages (excluding appendices). The report should refer to the evaluation ToR and include the following elements:

- Executive summary of the main findings
- Background information about the evaluation work, including objectives and methodologies
- Findings and conclusions
- Recommendations; and
- Appendices.

### Role of ChildFund Australia and ChildFund Vietnam:

- Provide relevant documents to the consultant (project documentation, reports, Country Strategic Plan 2016-2020)

- Organise logistics
- Organise field/site visits
- Participate in technical review

**Institutional Arrangement:**

The consultant will work closely with ChildFund Vietnam's Deputy Country Director and Program Manager, Cao Bang and Bac Kan Provincial managers and project teams, and ultimately under the supervision of ChildFund Australia's Senior Advisor, Programs (Sport for Development/Resilience) .

The consultant is responsible for their own travel to Vietnam, which is reimbursable. ChildFund will arrange all required all travel and logistics within Vietnam. Accommodation and per diem will comply with ChildFund Vietnam's relevant policy guidelines.

## 6. Required Qualifications and Experience

- Relevant qualifications associated with Sport for Development
- Documented experience in conducting participatory assessments and/or action research related to Sport for Development initiatives at a community level.
- Knowledge and experience of Vietnam's current socio-political situation.
- Proven experience in working with communities, and knowledge of relevant national policies and government positions.
- Excellent spoken and written communication skills in English.
- Excellent analytical and report-writing skills.
- Child-friendly communication and research experience is preferred.
- Expertise and experience in project design, monitoring and evaluation

## 7. Management and Reporting Arrangements

The Consultant will report to ChildFund Australia's Senior Advisor, Programs (Sport for Development/Resilience). All reports must be written in English and provided in an electronic format (Microsoft Word).

**Confidentiality:**

All discussions and documents relating to this TOR will be treated as confidential by the parties.

**Child Safeguarding:**

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct, contact with children or having access to children's personal information, an Australian Federal Police Criminal Background Check must also be carried out.

**Counter-Terrorism:**

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

**Insurance:**

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

**Acknowledgment and disclaimer:**

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this TOR. Nothing in this TOR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this TOR or the submission of an EOI in response to it. No contract will be created until a formal written contract is executed between ChildFund and a selected consultant.

## 8. How to Apply

Send a short Expression of Interest (3-8 pages) including:

- Technical review methodology
- Chart allocation of days (note details above under 'Timeframe')
- Proposed total budget including daily rate for consultant and costs for fieldwork research
- CV of consultant (or consultant team)
- Contact details of at least three referees
- Two samples of previous evaluation reports that are relevant to this consultancy.

Interested applicants should submit their CV and proposal via email to [cpinney@childfund.org.au](mailto:cpinney@childfund.org.au), no later than 5.00pm on 25 February 2018. Only short-listed applicants will be contacted.