 TERMS OF REFERENCE
FINAL EVALUATION OF COMMUNITY FOREST MANAGEMENT PROJECT

1. Background
Oxfam Great Britain (OGB) in partnership with Oxfam Australia is implementing a Community Forest Management project in Ninh Thuan and Lao Cai provinces of Vietnam with part funding from AusAid. This is a 3-year project, started in December 2007 and will be completed by August 2010.

The project aims to increase the living standard of poor ethnic men and women in program areas and contribute to the decrease of the poverty rate of the mountainous population.

Its objectives is to ensure that 2,500 households of poor ethnic minorities (H'mong and Dao men and women in Lao Cai Province, Raglai men and women in Ninh Thuan) have equal and secured access to and control over forest and forest-land and production services, which contribute to the achievement of their food and income security.

It has 4 expected results:

<table>
<thead>
<tr>
<th>Result 1</th>
<th>Access and control over forest resources of poor ethnic men and women has improved.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result 2</td>
<td>Local ethnic minority farmers’ technical and institutional capacities in forestry production and management have improved.</td>
</tr>
<tr>
<td>Result 3</td>
<td>Local forestry production services are more responsive to the similar and different needs of ethnic men and women</td>
</tr>
<tr>
<td>Result 4</td>
<td>Local forestry development strategies focus on poverty reduction and social equity (ethnicity and gender)</td>
</tr>
</tbody>
</table>

The project is being operated in 5 communes (2 in Bac Ai district of Ninh Thuan and 3 in Sa Pa district of Lao Cai) and has 6 implementing partners:

**Ninh Thuan province:**
- Department of Natural Resources and Environment
- Sub-Department of Forestry
- Bac Ai District People’s Committee

**Lao Cai province:**
- Department of Natural Resources and Environment
- Sub-Department of Forestry
- Hoang Lien National Park

2. Overall objective of the final evaluation
To conduct the final evaluation for the Community Forest Management project in Ninh Thuan and Lao Cai provinces of Vietnam.
3. **Specific objectives**

- To measure impacts the project has made in terms of economic condition, policies and gender equality for intended and unintended beneficiaries;
- To evaluate improvements made by the project in terms of access to and control over forest resources for poor and ethnic minority people;
- To measure changes in terms of technical and institutional capacities in forestry production and management among local ethnic minority farmers;
- To evaluate changes in forestry production services in response to the needs of ethnic women and men;
- To measure project achievements against originally designed objectives;
- To measure the relevance of project strategies and implementation to local contexts;
- To evaluate relevance and sustainability of project activities;
- To analyse cost effectiveness (value of money against project impacts) and relevance project;
- To document good practices and lessons learnt;
- Propose changes or recommendations for following up.

4. **Process and methodology**

The final evaluation will be a combination between literature review and field work. Literature review will be conducted in Hanoi which includes consultations with Oxfam staff, stakeholders and partners at national levels. Field work will take place in both Lao Cai and Ninh Thuan provinces.

A set of participatory tools will be developed by consultant teams which might include focus group discussion, in-depth interview, and case study collection.

Oxfam programme staff will join as a member of the review team. While consultant team will take a leader role in the review, Oxfam staff will join field work, contribute inputs to development of evaluation plan, methodology, they will also provide support in logistic and organization. In principle, there will be at least one Oxfam staff to join the field work in each province.

5. **Outputs**

Output of the review will be documented in one report which takes into account entire review process and findings. The report should be prepared in both English and Vietnamese following OGB format. For comment convenience, draft report should be written in English first. The final reports should include among the other thing, an executive summary, main body and annexes.

Applying consultants will propose report structure (report layout) in their application, this structure to be agreed by Oxfam prior to organisation of field work.

6. **Profile of desired consultant team**

The consultancy team should have different and complementary profiles:
**Team Leader**
- Master’s degree either in forestry, development studies, social sciences or economics;
- In-depth knowledge of community forest management, good understanding of land use planning and allocation situation in Vietnam, especially in mountainous settings;
- At least 10 years of experiences with demonstrated monitoring and evaluation knowledge, skills and experiences of mountainous or rural development programme;
- In-depth knowledge of research methods with particular focus on participatory methods, including in-depth interviews, focus group discussions and product or behaviour trials;
- Excellent analytical and writing in English and Vietnamese;
- High competency in using of statistical software e.g. SPSS;
- Good understanding of OGB’s works in Vietnam would be a competitive advantage.

**Team member**
- At least a Bachelor’s degree in forestry, development studies social sciences or economics;
- At least 5 years of participatory M&E experiences;
- Good knowledge of research methods with particular focus on participatory methods, including in-depth interviews, focus group discussions and product or behaviour trials;
- Team work experience;
- Good analytical and writing skills in English and Vietnamese;
- Competent in using statistical software.

**7. Timing**
The assignment is ideally conducted during June 2010 period, the selected consultant team should submit the final reports to OGB by 19th July 2010 at the latest.

**8. Contact person and deadline for submission**
Applying consultant teams are requested to submit an application package to OGB via email (preferred) or post no later than 31st May 2010. The application should include method, process, time-frame, detailed planning of activities, detailed budget projection (including PIT), responsibility and working days of each team member, full CVs of each team member and proposed structure of final report. Consultant team might be invited to discuss their application with OGB staff during the selection process.

*Contact person:*
Nguyen Ngoc Hung  
Livelihoods Programme Officer  
Oxfam Great Britain  
22 Le Dai Hanh St., Hanoi, Vietnam  
Tel: +84 4 39454362  
Fax: +84 4 39454365  
Email: nnhung@oxfam.org.uk