

## Terms of Reference (TOR) for the Mid-term Review (MTR)

### Programme on Elimination of Violence against Women and Children (EVAWC)

Viet Nam, 2024

## 1. Background

Violence against women (VAW) and violence against children (VAC) impede the realization of human rights and undermine the achievement of sustainable development for all, leaving no one behind. These issues are increasingly recognized by the government as major challenges. In response, Viet Nam has strengthened national policy and legislative commitments and frameworks, including the Law on Gender Equality (2006), the Law on Domestic Violence Prevention and Control (2007, amended 2022), the Law on Children (2016), and implemented a number of specific national intervention programmes.

Despite these strong national normative standards and foundational programmes of intervention, the prevalence of VAW and VAC remains concerningly high. According to the 2019 National Study on Violence Against Women in Viet Nam, almost two-thirds of women aged 15-64 reported that they had experienced at least one form of violence in their lifetime at the hands of their husband or intimate partner. Yet violence remains hidden: most women (90.4%) had never sought help from service providers or the authorities for addressing violence, and around 50% of women did not discuss their violent relationships with anyone. Compared to the data from the first national VAW study in 2009, while the proportion of women reporting lifetime and recent physical and psychological violence is lower, more women are reporting lifetime sexual violence by a husband, in particular younger women<sup>1</sup>. The reported prevalence of sexual violence by a non-partner has also increased with one in ten women (11.4 %) experienced in their lifetime<sup>2</sup>.

Similar to VAW, VAC remains widespread. According to the Measuring Sustainable Development Goal Indicators on Children and Women (SDGCW) 2020<sup>3</sup> 72% of Vietnamese children aged 1-14 experience violent discipline by household members, slightly higher compared to the previous survey conducted in 2014. Yet VAC remains under reported, as in official administrative statistics, annually, only around 2,000 cases of child abuse are reported, of which 75% involve sexual abuse: whereas research shows that 4.4 % of Vietnamese women reported having experienced sexual abuse before the age of 14<sup>5</sup>. One in five children report being physically punished at school<sup>6</sup> and over two in three children aged 1-14 experience physical or psychological punishment at home<sup>7</sup>. Vietnamese children have also increasingly experienced online exploitation and abuse. One in five children and adolescents have been victims of cyberbullying and harassment from peers, yet three

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<sup>1</sup> MOLISA, GSO and UNFPA (2020) Results of the National Study on Violence against Women in Viet Nam 2019-Journey for Change.

<sup>2</sup> Ibid.

<sup>3</sup> Tailored from the Multiple Indicator Cluster Survey (MICS), 6th round, to meet Viet Nam's data needs for SDG monitoring and reporting, designed to be a major source of sustainable development data on the well-being of children and women.

<sup>4</sup> MOLISA (2018) Report on child sexual abuse

<sup>5</sup> MOLISA, GSO and UNFPA (2020) Results of the National Study on Violence against Women in Viet Nam 2019-Journey for Change

<sup>6</sup> UNICEF Innocenti Research Centre (2016) Undermining Learning: Multi-Country Longitudinal Evidence on Corporal Punishment in Schools

<sup>7</sup> General Statistics Office and UNICEF (2020) Measuring Sustainable Development Goal Indicators on Women and Children

quarters are unaware of where to seek help<sup>8</sup>. Additionally, 1% of children aged 12-17 have been subject to online sexual exploitation and abuse<sup>9</sup>.

In response to the local context UNFPA, UNICEF and UN Women (UN Agencies) have partnered with the Government of Viet Nam and social organizations, and the Australian Government, to implement a joint programme “Elimination of Violence against Women and Children in Viet Nam from 2021 to 2025” (EVAWC). This programme is focused on the violence that women and children experience in the family, while acknowledging and linking to efforts to address both gender-based violence and VAC more broadly. The overall goal of the programme is to contribute to ensuring that women and children in Viet Nam, including those most vulnerable, are able to live a life free of violence through strengthened prevention strategies and multisectoral responses. The programme comprises four key outcomes:

**Outcome 1:** Evidence based laws and policies, increased resource allocation and strengthened coordination and accountability structures promoted and supported to prevent and respond to violence against women and children, in line with national and international standards and commitments.

**Outcome 2:** A Strengthened, and more effective multi-sectoral response (including systems, capacities, and service provision) delivers increased access to quality essential services for victims and survivors of violence.

**Outcome 3:** More effective violence prevention, gender and social norm change promoted through innovative evidence-based communication, awareness raising, advocacy and community mobilization.

**Outcome 4:** Improved research, data collection and analysis and knowledge exchange inform an evidence based-approach to prevent and respond to violence.

EVAWC’s monitoring, reporting and evaluation frameworks are in line with UN guidance and policies. EVAWC’s Programme Monitoring, Evaluation and Learning Framework (MELF) was developed as a tool for programme results-based management (planning, monitoring, reporting and evaluation). MELF includes five outcome indicators and more than 20 output indicators. As part of the MELF an MTR was planned to be conducted in 2023. However, due to the challenging ODA management policy in Viet Nam and other issues, some programme activities have been delayed. Therefore, this MTR will be conducted in the Quarter 1 of 2024.

Against this background and within the framework of the joint programme, UNFPA, as the coordinating agency, is seeking a team of consultants to design and conduct the MTR of this joint programme on EVAWC.

## 2. Intended use and users

The MTR report will be used as an evidence base to inform relevant stakeholders on achievements and progress to date against the programme targets and how to adjust the joint programme targets and implementation as needed. The report will also be used to inform EVAWC’s Donor (DFAT) and the National Implementing Partners (NIPs) planning and programming. The primary users of the MTR are the participating UN agencies (UNFPA, UNICEF, UN Women), DFAT, and the NIPs including MOLISA, MOCST, and the project provinces.

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<sup>8</sup> UNICEF (2019) U-report on cyberbullying

<sup>9</sup> UNICEF Innocenti Research Centre, INTERPOL, ECPAT International (2022) Disrupting Harms

### 3. Purpose, objectives and scope

#### 3.1 Purpose

The MTR is a review exercise to take stock of lessons learned, including what has worked and what has not worked, and the programming context in order to adjust the joint programme targets and implementation as needed.

**3.2 Overall Objectives** are (i) enhancing the accountability of participating UN agencies and national partners for the relevance and performance of its joint programme and (ii) broadening the evidence base for any adjustments for the remaining period of the joint programme on EVAWC.

#### Specific Objectives

- a) Provide an independent assessment of the relevance, effectiveness and efficiency of the joint programme on EVAWC and progress towards the expected outputs and outcomes set forth in the results framework and against the original programme design in the programme proposal;
- b) Provide an independent assessment of the governance and management of the programme, including the role played by the coordinating UN agency, participating UN agencies in the coordination mechanisms, and DFAT of the joint programme on EVAWC with a view to enhancing the collective contribution to national priority development results on ending VAW and VAC in particular and on gender equality and children development in general;
- c) Draw key lessons from past and current cooperation (relating to both the context, the Government engagement and to programme implementation) and provide a set of clear and forward-looking actionable recommendations for the remaining period of the joint programme on EVAWC including adjusting the end-of programme outcomes (EOPOs) in the results framework.

#### 3.3 Scope and focus

The MTR will cover all activities planned and/or implemented in all areas of the joint programme on EVAWC during the period of 24 months from January 2022 to December 2023. Regarding the review of the programme design for assessment of 'relevance', the design phase (2021, continuation from the phase 1) will be included. Planned and implemented activities are in the work plans and annual/quarterly reports on joint programme performance will be reviewed. Besides the assessment of the intended effects of the joint programme on EVAWC, the MTR also aims at identifying potential unintended effects. As regards to the geographical scope, the MTR will cover the joint programme activities and/or participating UN agencies' support at national and subnational levels. It is also noted that selected provinces will be discussed with the MTR manager for data collection. The MTR will cover interventions financed from the joint programme resources including the contribution from participating UN agencies (UNFPA, UNICEF, UN Women).

#### Scope of work for the consultants

Below are key activities:

- To prepare for and attend a briefing meeting with the technical committee before starting the MTR;
- To submit the MTR inception report (design report) that will include: (i) Brief summary of the joint programme on EVAWC and MTR within the country context; (ii) The evaluation framework of MTR including specific evaluation questions; (iii) Data collection and Data analysis methods including strengths and limitations of each method; (iv) MTR work plan and proposed

stakeholder consultation list with details of information within the MTR team. The MTR manager will coordinate the comments from the technical group and the steering committee to share with the MTR team for finalizing the MTR inception report;

- To present the main preliminary findings at a meeting with participation of the MTR manager, relevant staff of participating UN agencies (UNFPA, UNICEF, UN Women), the technical committee, the steering committee;
- To submit the first draft of the report on MTR for comments by the technical committee, M&E officers, the steering committee, and related national partners (English and Vietnamese);
- To submit the final draft of MTR report, addressing comments from the technical committee and the steering committee (English and Vietnamese);
- To prepare a PowerPoint presentation of the MTR results for presenting at the validation Workshop/Meeting, as well as for the MTR meeting (English and Vietnamese);
- To submit the final MTR report, based on comments provided after the validation workshop/meeting(s) conducted, with an executive summary (English and Vietnamese).

#### 4. Evaluation criteria and preliminary evaluation questions

The joint programme on EVAWC is expected to be assessed against the following evaluation criteria.

**Relevance:** The extent to which the outcomes and outputs of the EVAWC programme correspond to beneficiaries’ requirements, the country’s needs, national priorities, and the needs of partners as well as related strategies of the Government of Australia; The extent to which programme approaches, models and interventions are designed to yield planned outputs and logically lead to the end-of programme outcomes (the relevance of the joint programme’s theory of change).

**Effectiveness:** The extent to which the joint programme outputs have been achieved (by the MTR) or are expected to be achieved, and the extent to which these outputs have contributed to the achievement of the joint programme outcomes, the key drivers/factors for the programme success. The effectiveness criteria will include the support services for survivors and the support to strengthen policies, including the revision and implementation of the DVPC law, under the joint programme.

**Efficiency:** The extent to which EVAWC programme outputs have been achieved (by the MTR) with the most efficient and effective use of resources (funds, expertise, time, administrative costs, etc.).

**Coordination:** The extent to which the coordinating UN agency has been an active member of, and contributed to the existing coordination mechanisms of the EVAWC programme, in addition to participating UN agencies and relevant stakeholders and available mechanisms including the technical committee and the steering committee.

| Suggested evaluation questions (EQ)  | Evaluation criteria        |
|--|----------------------------|
| EQ1. To what extent is the joint programme aligned with commitments and interventions to prevent and respond to EVAWC in Viet Nam as well as commitments and interventions of the Australian Government and participating UN Agencies? | Relevance                  |
| EQ2. To what extent do activities of the joint programme support and/or contribute to related national and sub-national (provincial) priorities, policies and/or strategies in ending VAW and VAC?                                     | Relevance<br>Effectiveness |

| Suggested evaluation questions (EQ)  | Evaluation criteria                 |
|--|-------------------------------------|
| <b>EQ3.</b> To what extent have participating UN agencies (UNFPA, UNICEF, UN Women) ensured that the varied needs of vulnerable populations, including women and children with disabilities, ethnic minority groups, LGBTQI, have been taken into account in both the planning and implementation of the joint programme ? | Relevance                           |
| <b>EQ4.</b> To what extent has the joint programme support strengthened related policies – in line with international standards as well as UN system guidance and principles for programming – to end violence for all women/children, including vulnerable groups?  | Effectiveness                       |
| <b>EQ5.</b> To what extent have interventions supported by the joint programme contributed to (or are likely to contribute to) achievement of the outcomes in the field of prevention of and response to violence against women and children? What are the key success factors?  | Effectiveness                       |
| <b>EQ6.</b> To what extent has the joint programme support helped increase the access of women and children to GBV/DV/Child Protection services? Are there specific groups of women and children unreached by the services supported by the joint programme?   | Effectiveness, (incl. the coverage) |
| <b>EQ7.</b> Are the outputs delivered in a timely manner? If there are delays, what were/are the reasons? What are possible solutions to ensure the joint programme implementation is on track?  | Effectiveness, Coordination         |
| <b>EQ8.</b> To what extent has UNFPA, UNICEF, UN Women made value for money use of their human, financial, and administrative resources, and appropriate combination of tools and approaches to pursue the achievement of the outcomes defined in the joint programme?   | Efficiency                          |
| <b>EQ9.</b> To what extent have the joint programme mechanisms (financing instruments, administrative regulatory framework, staff, timing and procedures) fostered or hindered the achievement of the joint programme outputs?   | Efficiency, Coordination            |
| <b>EQ10.</b> To what extent has the joint programme utilized existing national and local capacities of right-bearers and duty-holders to date in the field of prevention of and response to violence against women and children?   | Efficiency                          |
| <b>EQ11.</b> To what extent has the joint programme utilized alternate ways of working, for e.g. electronic platforms such as webinars, social media etc., to reduce costs and negative environmental impacts?   | Efficiency                          |
| <b>EQ12.</b> To what extent does the results framework have to be adjusted for the remainder of the programme?   | Coordination<br>Effectiveness       |

## 5. Methodology and Approach

The MTR process will require close consultation with participating UN agencies, key NIPs, and DFAT. The MTR will use the multiple-method approach including document review, group meetings (workshops), individual interviews, focus group discussions, and field visits (where needed). Data collection methods for evaluation questions must be linked to the evaluation criteria. The baseline study conducted in Q3 of 2023 will be used as a reference source for this MTR. Since each method has its unique strengths and weaknesses, the MTR team needs to combine them in a way that uses the comparative strengths of one approach to correct for the relative weaknesses of the others. The use of an evaluation framework (a matrix) is recommended in linking these elements together. Data collection methods and the process should consider gender sensitivity and data should be systematically disaggregated by sex and age and to the extent possible, and other contextually relevant markers of equity.

**A sampling of stakeholders and programme locations:** All implementing partners (IPs) will be considered for selection in the data collection. The MTR manager will provide the most updated list of key stakeholders including NIPs, co-implementing partners (CIPs) under the EVAW and EVAC programmes and projects supported by UNFPA, UNICEF, and UN Women.

**Methods for data analysis:** The focus of the data analysis process in the MTR is the identification of evidence. The MTR team will use a variety of methods to ensure that the results of the data analysis are credible and evidence based. Triangulation techniques must be systematically applied throughout the evaluation process, cross-comparing the information obtained via each data collection method (documentary review, individual interviews, group discussions, focus groups) and through different data sources (e.g. compare results obtained through interviews with Government staff with those obtained from beneficiaries or from national statistical data or UN staff). The MTR will use a variety of validation mechanisms to ensure the quality of data and information used for analysis including internal team-based reviews, regular exchanges with the M&E officers of participating UN agencies and the technical committee. The MTR team will identify limitations to the MTR and ways to mitigate them.

The MTR will follow the guidance on the integration of gender equality and human rights principles in the evaluation focus and process as established in the UNEG Handbook, Integrating Human Rights and Gender Equality in Evaluation - Towards UNEG Guidance. The evaluation in MTR will follow UNEG Norms and Standards for Evaluation in the UN system and abide by UNEG Ethical Guidelines and Code of Conduct and any other relevant ethical codes.

**Stakeholder participation:** The MTR will adopt an inclusive approach, involving a broad range of partners and stakeholders. The MTR team will finalize the stakeholder mapping exercise in order to identify both UN’s direct partners (e.g., key NIPs) as well as stakeholders who do not work directly with UNFPA, UNICEF and UN Women, yet play a key role in the joint programme on EVAWC outcomes/outputs or thematic areas (e.g., UN Result Group 4). These stakeholders may include representatives from the Governments, Line Ministries, NIPs, NGOs, the private sector, UN agencies/organizations, other multilateral organizations, bilateral donors, and most importantly, the beneficiaries of the programmes. It is important to note that UN agencies are primarily concerned with ensuring equity of access to quality services which are appropriate to the needs of vulnerable groups and ethnic minorities, and are generally more focused on policy advocacy efforts - these factors should be taken into account in the design of the MTR. It is also suggested that the stakeholders meetings should, where possible, be conducted for groups of key stakeholders to save time in primary data collection.

## 6. MTR process and proposed timelines

*The MTR unfolds in the following phases with the estimated days for working by the consultants.*

| Phases         | Key activity  | Duration  | Est. for the team leader | Est. for the team member |
|----------------|---|-----------|--------------------------|--------------------------|
| 1. Preparation | Act. 1.1: Conduct a briefing meeting between the MTR team and the technical committee, M&E officers for stating the MTR (02 hours, max) | Dec. 2023 | 01 day                   | 01 day                   |

| Phases                          | Key activity  | Duration                       | Est. for the team leader | Est. for the team member |
|---------------------------------|---|--------------------------------|--------------------------|--------------------------|
|                                 | Act. 1.2: List key documents/information. The folder of key documents/e-files will be created for the MTR team (400 pages, max). The MTR manager will provide the final list of key documents.  | Dec. 2023                      | n/a                      | n/a                      |
| 2. Design                       | Act. 2.1: Define the evaluation questions for each evaluation criteria, then translate the evaluation questions into data requirements.   | Dec. 2023                      | 02 days                  | 02 day                   |
|                                 | Act. 2.2: Develop the evaluation-frame (matrix) including evaluation questions, specific method(s) of data collection and tools, and assumptions.   | Dec/Jan. 2023                  | 01 day                   | 01 day                   |
|                                 | Act. 2.3: Develop the inception report to provide details of information on what, how, when, by whom, with whom that the consultants will conduct the MTR. This will include the proposed outline of the MTR report.  | Jan. 2023                      | 02 days                  | 02 day                   |
|                                 | Act. 2.4: Present the evaluation-frame (matrix) of MTR to the MTR manager who will coordinate technical inputs about the selection of key stakeholders for interview, communication with national partners, logistics, and next steps.  | Jan. 2024                      | 01 day                   | 01 day                   |
| 3. Data collection and analysis | Act. 3.1: Data collection including review of documents, field work, monitoring the quality of data collection, finalization of data collection.<br><br><i>It is suggested to consult with the consultants who conducted the baseline study in Q3 of 2023, for using the available baseline data.</i> | Feb. 2024 (after Tet holidays) | 09 days                  | 08 days                  |
|                                 | Act. 3.2: Data analysis, including the limitations and ways to mitigate them. The mitigation approach could be (i) triangulation techniques, documents – interviews – focus groups; (ii) validation techniques of data.   | Feb/Mar. 2024                  | 03 days                  | 03 days                  |
|                                 | Act. 3.3: Adjust and refine the evaluation questions, if needed, after data analysis  | Feb/Mar. 2024                  | 01 day                   | 01 day                   |
| 4. Reporting                    | Act. 4.1: Consolidate information/data analysis to draft key findings per evaluation  | Mar. 2024                      | 02 days                  |                          |

| Phases                   | Key activity  | Duration  | Est. for the team leader | Est. for the team member             |
|--------------------------|---|-----------|--------------------------|--------------------------------------|
|                          | question, then conclusions, and proposed recommendations. The proposed recommendations should be consulted with the technical committee, and steering committee.  |           |                          |                                      |
|                          | Act. 4.2: Deliver the Draft 1 of the MTR report for comments.   | Mar. 2024 | 02 days                  | 02 days, incl. translation           |
|                          | Act. 4.2: Deliver the final Draft of the report on MTR, before the validation workshop/meeting. It is noted that the cost of the validation workshop/meeting is included in this TOR.   | Apr. 2024 | 03 days                  | 02 days (to support the team leader) |
| 5. Dissemination and use | Act. 5.1: Prepare for the presentation (Vietnamese and English) based on the final draft of the report.   | Apr. 2024 | 01 day                   | 01 day                               |
|                          | Act. 5.2: The MTR team to present and respond to the questions from participants at the validation workshop/meeting. The minutes will be taken by the MTR team, for the final MTR report. Translation (comments in Vietnamese into English) will be needed. | Apr. 2024 | 01 day                   | 04 days                              |
|                          | Act. 5.3: Publish the final report, if DFAT and the steering committee agreed (after the MTR meeting with key stakeholders).  | Apr. 2024 | 01 day                   |                                      |
|                          | Total of days   |           | 29 days                  | 28 days                              |

*Note: based on the above table, the details of the work plan (activities, dates, who will implement, estimated costs) will be included in the inception report.*

## 7. Final products/deliverables

- An inception report to present how to conduct the MTR (English and Vietnamese), about 30 pages (max), including the evaluation-frame;
- The Draft 1 of MTR report for comments (English and Vietnamese);
- The final Draft of MTR report for comments (English and Vietnamese), about 30 pages excluding annexes;
- The final report on MTR, with a PowerPoint Presentation (English and Vietnamese).

**Note:** *Transparency is an essential element of the MTR. It establishes trust, builds confidence, enhances stakeholders' ownership and increases public accountability. The process for commenting on deliverables (above) is efficient and allows independence of the MTR team's final Report. The final report on MTR can be publicly accessible.*



## 8. Accountabilities

### 8.1 Composition of the MTR team

The MTR will preferably be conducted by one independent international consultant (evaluator/team leader) and one national consultant who are knowledgeable and experienced in this kind of evaluation (MTR team). The consultants should have in-depth knowledge of the programmatic areas and issues pertaining to VAW and VAC. The MTR Team will undertake the evaluation under the overall supervision of the MTR manager.

#### ***The Team leader (international consultant)***

##### ***Competencies for the Team Leader***

- Development sector background;
- Excellent analytical/contribution analysis, writing and communication skills;
- Leadership and good management skills;
- Ability to work with a multi-disciplinary team of experts;
- Excellent problem identification and solving skills;
- Excellent written and spoken English Language skills.

##### ***Qualifications and experience of Team Leader***

- Minimum of Master's Degree in social sciences, development studies or a related field of VAW and VAC;
- Minimum of 10-year experience in conducting/managing programme evaluations/reviews;
- Experience in mainstreaming and management of cross cutting themes;
- Experience or good familiarity with the UN work at country level (e.g. policy and legal advocacy efforts);
- Familiarity or experience with UN joint programme(s) in the Delivering as One (DaO) country context will be an advantage.

##### ***Roles and responsibilities of the Team Leader***

- Provide overall leadership to the MTR team;
- Provide the inputs for quality aspects of the overall process;
- Compile the inception report (design report) with the inputs from the national consultant;
- Compile drafts and final reports and deliver them on time, considering the quality aspects.

The team leader will have primary responsibility for the timely completion of a high-quality evaluation in the MTR that addresses all the items required in this TOR.

- Responsible for debriefing the findings when required;
- Liaise with MTR manager and/or the technical committee.

##### ***Competencies for the national consultant***

- Excellent analytical, writing and communication skills;
- Ability to work with a multi-disciplinary team of experts (team work);
- Excellent problem identification and solving skills;

- Excellent written and spoken English Language skills;
- Fluent in Vietnamese;
- Should be able to provide deliverables on time.

*Note: the national consultant will preferably be recommended by the team leader in consultation with the MTR manager. The national consultant will have to translate the reports (drafts and final report) into Vietnamese, as well as possibly provide interpretation support to the team leader*

**Qualifications and experience of the national consultant:**

- Minimum of Master's degree and should be an expert (with 5 years of experience) on gender field;
- At least 3 years of experience in conducting evaluations/studies in gender and development issues (including gender equality issues).
- Familiarity with adolescence or children's issues will be an added advantage.

**Roles and responsibilities of the national consultant**

The main task of the national consultant is to support the international consultant (team leader) in all phases of the MTR, including some of the tasks related to the provision of deliverables, and the translation. The tasks include data/information collection and analysis (including secondary data analysis).

As agreed with the international consultant, the national consultant will also take responsibility for:

- Preparing particular parts of the draft inception report;
- Progressing the MTR regarding data collection and analysis, the report writing;
- Reviewing and commenting on drafts of the reports as they are produced;
- Possible interpretation support to the team leader;
- Translating the final MTR report, and related documents into Vietnamese.

The work of the MTR team will be guided by the Norms and Standards established by the United Nations Evaluation Group (UNEG). Team members will adhere to the Ethical Guidelines for Evaluators in the UN system and the Code of Conduct, also established by UNEG. The evaluators will be requested to sign the Ethical code of conduct for UNFPA/UNEG evaluation prior to engaging in the evaluation exercise.

For details on the ethics and independence in evaluation in this MTR, see UNEG Ethical Guidelines and Norms for Evaluation in the UN System in English and Vietnamese at:

<http://www.unevaluation.org/document/detail/1914>

**8.2 Role of the MTR manager**

The MTR manager is the international technical adviser of the joint programme on EVAWC. MTR manager will manage the relationship between the technical committee members and the MTR team and ensure the quality of the entire MTR process, including proposing a preliminary agenda for the field phase (data collection), coordinating technical committee inputs, conducting the quality assurance for the final report on MTR, endorsing the final deliverables, and coordinating follow-up actions for agreed recommendations of the MTR. In consultation with the technical committee, the MTR manager will be responsible for:

- Coordinate preparation of list of key interventions;
- Compile a list of other documents and materials for MTR;
- Coordinate preparation of the stakeholders map;
- Circulate the relevant documents to the technical committee in timely manner;
- Call meetings for the MTR;
- Coordinate collection of inputs from key stakeholders and concerned Ministries/agencies for the drafts and final MTR report.

### **8.3 Role of the EVAWC Technical Committee and the UN Technical Team**

The technical committee of the joint programme on EVAWC will act as the reference group of the MTR.

Each UN Agency will be requested to nominate a MTR Agency Focal Point, preferably from the agency's Technical Committee membership. This Focal Point will act as the main contact point for the MTR Manager during the MTR and will be responsible for:

- Coordinate agency specific contributions to documents and materials for MTR;
- Coordinate agency inputs to suggested list of key interventions;
- Coordinate agency inputs to the stakeholders map;
- Coordinate inputs from own agency in a timely manner;
- Help to facilitate timely provision of inputs from agency's key stakeholders;
- Help to facilitate MTR meetings/visits by MTR Team with agency's key stakeholders at national and sub-national level.

## **9. Reference documents**

The MTR manager will select documents to upload into the Google drive (later) for the MTR team.

## **10. Ethical considerations**

The MTR process should conform to the relevant ethical standards in line with UN Ethical Guidelines for research/study/evaluation including but not limited to informed consent of participants, privacy, and confidentiality considerations. The relevant ethical standards will be identified and the mechanisms and measures to ensure that standards will be maintained during the MTR process. This should be provided in the design report (inception report).

The MTR must be conducted with the highest standards of integrity and respect for the beliefs, manners, and customs of the social and cultural environment; human rights and gender equality; and the "do no harm" principle for humanitarian assistance. Evaluators of MTR must respect the rights of institutions and individuals to provide information in confidence. They must also ensure that sensitive data is protected and cannot be traced to its source. They must validate statements made in the report with those who provided the relevant information. The consultants of MTR should obtain informed consent for the use of private information from those who provide it. When evidence of wrongdoing is uncovered, it must be reported to the Office of Audit and Investigation Services.

## **11. Specific condition**

An Individual Consultancy Contract (ICC) will be signed with each consultant. The MTR team shall commence the performance of the contract during the period of November 2023 to April 2024. The Individual Consultant's rights and obligations are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the IC shall not be entitled to any payment, benefit, subsidy, compensation or entitlement unless expressly provided in this Contract. The Individual Consultant Contract is subject to the UNFPA General Terms and Conditions of Individual Consultant Contracts incorporated herein as an integral part hereof and attached hereto as ANNEX 1.

The budget range for the overall cost of the MTR is US\$ 25,000 – US\$ 30,000.

The costs for the MTR team cover all related expenses for the provision of the contract deliverables as defined in this TOR, including the cost for data/information collection (if any) and the validation workshop/meeting, all travel expenses ( air-tickets, visa, insurance, and Daily Subsistence Allowance (DSA)) for the international consultant (Team leader), if they are outside of Viet Nam, and for the travel expenses for the national consultant for any field work inside Viet Nam if it is outside of their province of residence.

Payment Modalities Payments will be made in three installments based on the delivery of outputs, as follows:

- The first installment: upon satisfactory to the inception report (20%);
- The second installment: upon satisfactory after the field work (20%);
- The final installment: upon satisfactory completion after the final MTR report (60%).

**Note:** *If the draft report does not meet the TOR requirements but it is considered that even with major revision UN/UNFPA's quality standards will not be met within a reasonable time frame, the contract will be terminated, and consultants will not receive further remuneration. Payments will be reduced by 20%, if the submission of the final report is delayed by more than 20 days without justifiable reasons.*

**Interested consultant team is requested to send a financial proposal with breakdown for key budget components and CVs of team members.**

**Before signing the ICC, the consultant shall complete the following:**

- Interested consultants are requested to register into the UNFPA global consultant roster: <https://consultantroster.unfpa.org/web/consultant-roster/faqs>
- The consultant shall present the "Fit for work and travel" health statement from an authorized physician and complete the following on-line training courses and submit the certificates to UNFPA before signing the ICC:

**BSAFE**, Link: <https://training.dss.un.org/course/category/6>

**Fraud and Corruption Awareness and Prevention**

Link: [https://extranet.unfpa.org/Apps/Antifraud/English/story\\_html5.html](https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html)

**PSEA** (Prevention of Sexual Exploitation and Abuse)

Link: [https://extranet.unfpa.org/Apps/PSEA2017/story\\_html5.html?lms=1](https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1)