

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS  
MID-TERM REVIEW OF THE TENTH COUNTRY PROGRAMME OF  
UNFPA VIETNAM, 2024**

Hiring Office:	UNFPA Viet Nam Country Office
Purpose of consultancy:	<p>The Tenth Country Programme (CP10) for the period 2022-2026 was approved by Executive Board on 3 February 2022 with a total budget of USD26.5 million (USD10.5 million from regular resources and USD16 million through co-financing modalities or other resources). The CP10 was designed in line with the government priorities, the current UNFPA strategic plan for the period 2022-2025, and United Nations Sustainable Development Cooperation Framework (UNSDCF) for the period 2022-2026.</p> <p>After the approval of the Country Programme Document (CPD), the Country Office (CO) developed the Country Programme Action Plan (CPAP) which outlines a 5-year implementation plan for CP10 with key national partners including the Ministry of Health (MOH), Ministry of Labour, Invalids and Social Affairs (MOLISA), Ministry of Home Affairs (MOHA), General Statistics Office (GSO), and Viet Nam Farmer’s Union (FU) under corresponding projects, nested in each were co-implementing partners who would deliver relevant programmatic interventions (such as MOET, MOCST, MOJ, PCSA, VYU, CSOs/INGOs, etc.). Based on the CPAP, implementing partners (IPs) developed Project Documents following government requirements on ODA management to meet CP10’s expected results within the indicative budget. The Workplans with individual IPs are then derived from the project documents approved by the government.</p> <p>In 2021, the government of Viet Nam issued Decree 114 on ODA management which has significant impacts on the development and approval and implementation of UNFPA- (and wider UN) supported projects. At this stage, four projects executed by MOH, MOHA, GSO and the Farmer’s Union were approved in 2022 while two other projects under MOLISA on population ageing and gender equality are still pending formal approval with no clear timeline for official sign-off. As a work-around solution, UNFPA has enlisted international and local NGO as IP in 2022, e.g. CSAGA under the gender component and HAIV under the population ageing, and some cases, and with government support, UNFPA has turned to direct implementation to ensure programmes are delivered and results achieved. The same approach has just been repeated with requesting MOCST, Hoa Binh and An Giang provinces, and <a href="#">Vietnam Disaster Management Authority (VDMA/MARD)</a> to become another IP of UNFPA under the gender equality/GBV component rather than continuing to wait for the approval of the MOLISA GE/GBV project. Furthermore, difficulties in the implementation of a multi-partner project led to the division of the already approved and implemented MOHA project into two independent projects in early 2024, one owned by MOHA and the other by the Youth Union. In addition to these issues, the new mandatory requirements on seeking prior permissions from relevant authorities for trainings and workshops funded by development partners, as part of wider decrees on the management of ODA and foreign</p>

	<p>interventions, have also caused substantial delays in implementation of project activities.</p> <p>With regards to financial resources, at this stage UNFPA and national partners have been implementing the CP10 for more than two years, yet the annual planned project budgets were often lower than those estimated in the Project Documents and the CPD due to difficulties in resource mobilization, particularly after the Covid-19 pandemic.</p> <p>In this context, given the financial and time constraints, it is crucial to conduct an independent “light” mid-term review (MTR) of the CP10 in 2024 to generate evidence on current progress of the CP10’s implementation. It is expected that the mid-term review will document lessons learned and best practices as well as provide recommendations on the redesign and implementation of the CP10 for the remaining period 2024-2026 including any necessary modification to delivery or expected results. This light-touch MTR also provides opportunities to identify key inputs for the Country Programme Evaluation (CPE) to be conducted in 2025 and the design of the Eleventh Country Programme for the period 2027-2031.</p> <p>To ensure effective programme management and cooperation, MTR of CP10 will be conducted in 2024. The UNFPA Viet Nam Country Office is seeking two national consultants who are knowledgeable and experienced in this kind of evaluation (MTR). The consultants will undertake MTR as the requirements of this terms of reference (TOR). In close consultation and collaboration with MPI and concerned IPs, the MTR will be managed by UNFPA Viet Nam office.</p> <p>Further details of the MTR’s background and requirements can be seen in the concept note, and, the evaluation handbook of UNFPA for reference <a href="https://www.unfpa.org/admin-resource/evaluation-handbook-2024">https://www.unfpa.org/admin-resource/evaluation-handbook-2024</a></p>
<p>Scope of work:</p> <p>(Description of services, activities, or outputs)</p>	<p><b>Objectives of the MTR:</b></p> <ol style="list-style-type: none"> <li>1. Review current progress of the CP10 implementation in terms of achievement towards the expected outputs and outcomes.</li> <li>2. Analyze strengths, weaknesses, opportunities and threats during the first two and half years of the CP10 implementation including resource mobilization in the context of the government Decree on ODA management and donor funding environment.</li> <li>3. Document lessons learned and best practices from the implementation of the current projects.</li> <li>4. Provide strategic and programmatic recommendations on the redesign and implementation of the remainder of the CP10 period 2024-26 including recommending prioritized forward-looking options to ensure maximum delivery.</li> </ol> <p>Under the direct guidance and supervision of the RBM/M&amp;E officer, the two selected consultants will fulfil the following tasks:</p> <ul style="list-style-type: none"> <li>• A 10-page (approx.) inception report, including introduction, country context, UNFPA strategic response and programme, evaluation matrix (evaluation questions, methodology and approach,</li> </ul>

	<p>evaluation process, report outline, time frame, etc.). See an inception report template in Annex 2 of the concept note for reference.</p> <ul style="list-style-type: none"> <li>• A draft of the MTR report and presentation for consultation and discussion.</li> <li>• A final MTR report of about 20 pages (excluding annexes) taking into account comments and inputs raised by concerned partners. See a report template in Annex 3 of the concept note for reference.</li> <li>• A final PowerPoint presentation of the key results of the MTR.</li> </ul>																																						
<p>Duration and working schedule:</p>	<p>ICC will be signed for the work duration from 1 July to 10 December 2024.</p> <p>This is output-based consultancy. The below duration and working schedule serve as guidance to facilitate selected consultants to allocate their time to deliver the outputs and UNFPA to track the progress. It is recommended that the team will discuss on task division among two consultants to best achieve the deliverables within the total working duration.</p> <table border="1" data-bbox="499 757 1481 1559"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Activities</th> <th colspan="2">Working days</th> </tr> <tr> <th>Consultant 1 (Lead)</th> <th>Consultant 2</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A 10-page inception report (English only)</td> <td>3</td> <td>2</td> </tr> <tr> <td>2</td> <td>Data collection</td> <td>7</td> <td>5</td> </tr> <tr> <td>3</td> <td>Analysis and write-up of a draft MTR report (20 pages) and presentation for consultation and discussion (including time for presentation and consultation, in both English and Vietnamese)</td> <td>9</td> <td>7</td> </tr> <tr> <td>4</td> <td>Finalization of the report and presentation for a dissemination workshop (including time for presentation and consultation, in both English and Vietnamese)</td> <td>5</td> <td>3</td> </tr> <tr> <td>5</td> <td>English-Vietnamese translation of the reports and presentations</td> <td></td> <td>4</td> </tr> <tr> <td>6</td> <td>Coordination inputs in the entire MTR process.</td> <td>2</td> <td>-</td> </tr> <tr> <td></td> <td><b>Sub-total</b></td> <td><b>26</b></td> <td><b>21</b></td> </tr> <tr> <td></td> <td><b>Total</b></td> <td colspan="2"><b>47</b></td> </tr> </tbody> </table>		Activities	Working days		Consultant 1 (Lead)	Consultant 2	1	A 10-page inception report (English only)	3	2	2	Data collection	7	5	3	Analysis and write-up of a draft MTR report (20 pages) and presentation for consultation and discussion (including time for presentation and consultation, in both English and Vietnamese)	9	7	4	Finalization of the report and presentation for a dissemination workshop (including time for presentation and consultation, in both English and Vietnamese)	5	3	5	English-Vietnamese translation of the reports and presentations		4	6	Coordination inputs in the entire MTR process.	2	-		<b>Sub-total</b>	<b>26</b>	<b>21</b>		<b>Total</b>	<b>47</b>	
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<p>Place where services are to be delivered:</p>	<p>UNFPA Country Office, 304 Kim Ma Hanoi</p>																																						
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Delivery dates of milestone's products are presented in this TOR. The electronic versions of the assigned works will be delivered to UNFPA for reviewing and approval.</p>																																						

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<b>Milestones</b>	<b>Time to be submitted</b>
	A 10-page inception report	10 July 2024
	A first draft of the MTR report and ppt. presentation for consultation and discussion	20 September 2024
	A final 20-page MTR report and ppt. presentation on key results	20 November 2024
Supervisory arrangements:	<p>This post will report directly to the RBM/M&amp;E officer who will supervise the consultants' work, advise, and respond to their comments, questions, and certify the consultant's works for payment. in consultation with team leaders and the SMT as well as MPI focal points.</p> <p>The Programme Associate will provide programme/ logistics/ admin./financial support including the final payment.</p> <p>MPI's focal points will provide technical feedback for two consultants, when required.</p>	
Expected travel:	The consultants need to be prepared to travel to a given location depending on the venue of the consultation workshops, to deliver technical presentations or participate in the consultations.	
Required expertise, qualifications, and competencies, including language requirements:	<p><b><u>Consultant 1 (Team Leader – national position)</u></b></p> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Development sector background in areas of UNFPA's mandate</li> <li>• Excellent analytical/contribution analysis, writing and communication skills.</li> <li>• Leadership and good management skills.</li> <li>• Ability to work with a multi-disciplinary team of experts.</li> <li>• Excellent problem identification and solving skills.</li> <li>• Excellent written and spoken English language skills.</li> </ul> <p><b>Qualifications and experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of master's degree in social sciences, development studies, public health, or a related field</li> <li>• Minimum of 10-year experience in conducting/managing programme evaluations.</li> <li>• A good record of research publication including programme evaluation.</li> <li>• Experience in mainstreaming and management of cross cutting themes.</li> <li>• Familiarity with the UNFPA work will be an added advantage.</li> <li>• Experience of working in Viet Nam is desirable.</li> </ul> <p><b>Roles and responsibilities</b></p>	

	<ul style="list-style-type: none"> <li>• Provide overall leadership to the MTR review team and lead all aspects of the review.</li> <li>• Write draft design and review reports and deliver them on time and with good quality.</li> <li>• Provide the inputs for quality aspects of the overall process.</li> <li>• Be responsible for all deliverables.</li> </ul> <p><b>Coordination roles:</b></p> <ul style="list-style-type: none"> <li>• The team leader will have primary responsibility for the timely completion of a high-quality review that addresses all the items required in this TOR</li> <li>• Responsible for debriefing and/or presenting the findings when required.</li> <li>• Liaise with MTR focal points at the CO and MPI (only if required).</li> </ul> <p><b><u>Consultant 2 (Team Member – national position)</u></b></p> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Development sector background, preferable in UNFPA mandate areas.</li> <li>• Excellent analytical/contribution analysis, writing and communication skills.</li> <li>• Ability to work with a multi-disciplinary team of experts.</li> <li>• Excellent problem identification and solving skills.</li> <li>• Excellent written and spoken English language skills.</li> <li>• Good English-Vietnamese translation.</li> </ul> <p><b>Qualifications and experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of master’s degree in social sciences, development studies, public health, or a related field.</li> <li>• Minimum of 7-year experience in conducting/managing programme evaluations.</li> <li>• Experience in mainstreaming and management of cross cutting themes.</li> <li>• Familiarity with the UNFPA work will be an added advantage.</li> </ul> <p><b>Roles and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Under the guidance of a Team Leader, contribute to the design report, data collection, analysis and report writing.</li> <li>• Preparation of the contents of the report and presentations as assigned by the team leader for consultation and validation.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> <li>▪ An individual consultant contract (ICC) will be signed between the selected consultants and UNFPA.</li> <li>▪ UNFPA Country Office (CO) will: <ul style="list-style-type: none"> <li>○ Provide related documents and reports.</li> <li>○ Provide the necessary logistic arrangements to a selected consultant to complete the assignment, mentioned in this TOR.</li> <li>○ Monitor the progress and quality of the consultancy assignment; and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Provide timely comments on the deliverables at each phase and the final report before they are finalized.</li> <li>▪ FERD/MPI will provide relevant documents and guidance to consultants to delivery this consultancy (if any)</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> <li>● Interested consultants are requested to register into the UNFPA global consultant roster: <a href="https://consultantroster.unfpa.org/web/consultant-roster/faqs">https://consultantroster.unfpa.org/web/consultant-roster/faqs</a></li> <li>● The consultant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the ICC <ul style="list-style-type: none"> <li><b>1. BSAFE, Link: <a href="https://training.dss.un.org/course/category/6">https://training.dss.un.org/course/category/6</a></b></li> <li><b>2. Fraud and Corruption Awareness and Prevention</b> <i>Link: <a href="https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html">https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</a></i></li> <li><b>3. PSEA (Prevention of Sexual Exploitation and Abuse)</b> <i>Link: <a href="https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1">https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1</a></i></li> </ul> </li> <li>● An individual consultant contract (ICC) will be signed with the selected consultant and will cover all the costs related to the implementation of the ICC.</li> <li>● Honorarium will be applied using the rates applying for the UNFPA consultants, depending on the qualification of the selected consultant as well as the requirement of this technical service.</li> <li>● Contract's currency is Viet Nam Dong calculated using the prevailing UN Exchange Rate at the time of contract signature.</li> <li>● The payment will be done upon the submission of the final products (milestones deliverables) duly certified by SRH Specialist, the consultant's certification for payment, and other supporting documents (if any).</li> </ul>

**CONCEPT-NOTE**  
**MID-TERM REVIEW OF THE TENTH COUNTRY PROGRAMME OF**  
**UNFPA VIETNAM, 2024**

## 1. BACKGROUND INFORMATION

The United Nations Population Fund (UNFPA) is the lead United Nations agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. The strategic goal of UNFPA is to “achieve universal access to sexual and reproductive health, realize reproductive rights, and accelerate progress on the implementation of the Programme of Action of the International Conference on Population and Development (ICPD). With this call to action, UNFPA contributes directly to the 2030 Agenda for Sustainable Development, in line with the Decade of Action to achieve the Sustainable Development Goals”.<sup>1</sup>

In pursuit of this goal, UNFPA works towards three transformative and people-centered results: (i) end preventable maternal deaths; (ii) end unmet need for family planning; and (iii) end gender-based violence (GBV) and all harmful practices, including female genital mutilation and child, early and forced marriage. These transformative results contribute to the achievement of all the 17 Sustainable Development Goals (SDGs), but directly contribute to the following: (a) ensure healthy lives and promote well-being for all at ages (Goal 3); (b) achieve gender equality and empower all women and girls (Goal 5); (c) reduce inequality within and among countries (Goal 10); take urgent action to combat climate change and its impacts (Goal 13); promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels (Goal 16); and strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development (Goal 17). In line with the vision of the 2030 Agenda for Sustainable Development, UNFPA seeks to ensure increasing focus on “leaving no one behind”, and emphasizing “reaching those furthest behind first”.

UNFPA has supported Viet Nam since 1977 through ten Country Programmes (CP) in the areas of population and development, including i) generating and using population data for policy development, ii) sexual and reproductive health and rights (SRHR) to ensure access to high-quality sexual and reproductive health services for everyone including voluntary family planning, maternal health care and comprehensive sexuality education, iii) that adolescents and youth understand and can enjoy their rights and participate in society, and iv) achieve gender equality and end gender-based violence including child marriage and gender-biased sex selection to ensure that every girl, woman and adolescent is treated with dignity and respect.

The Tenth Country Programme (CP10) for the period 2022-2026 was approved by UNFPA's Executive Board on 3 February 2022 with a total budget of USD26.5 million (USD10.5 million from regular resources and USD16 million through co-financing modalities or other resources). The CP10 was designed in line with Government priorities, the current UNFPA strategic plan for the period 2022-2025, and the United Nations Sustainable Development Cooperation Framework (UNSDCF) for the period 2022-2026 with six outputs:

- Output 1: The enabling environment is created to support comprehensive youth development and participation, including in disaster management policies and programmes and to advance the ICPD Programme of Action.
- Output 2: Integrated and coherent social protection system is enhanced, applying life-cycle and gender-transformative approach for ageing and meeting the individual needs of the most vulnerable groups.
- Output 3: Vulnerable groups including ethnic minorities, adolescents and youth, PWDs, and migrant workers have increased equitable access to comprehensive and gender-transformative SRHR information and services, including in the humanitarian-development nexus.
- Output 4: Evidence-based and rights-based policy and programme making, budgeting and monitoring are strengthened based on data production, analysis and use.
- Output 5: Harmful attitudes that accept violence and perpetuate gender inequality especially those of young people are transformed to reduce GBV and other harmful practices including in the humanitarian-development nexus.

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<sup>1</sup> [UNFPA Strategic Plan 2022-2025](#)



- Output 6: Multi-sectoral response is strengthened to address GBV and other harmful practices at national and sub-national levels.

After the approval of the Country Programme Document (CPD), the Country Office (CO) developed the Country Programme Action Plan (CPAP) which outlines a 5-year implementation plan for CP10 with key national partners including the Ministry of Health (MOH), Ministry of Labour, Invalids and Social Affairs (MOLISA), Ministry of Home Affairs (MOHA), General Statistics Office (GSO), and Viet Nam Farmer's Union (FU) under corresponding projects, nested in each were co-implementing partners who would deliver relevant programmatic interventions (such as MOET, MOCST, MOJ, PCSA, VYU, CSOs/INGOs, etc.). See a summary of the CP10's projects in Annex 1. Based on the CPAP, implementing partners (IPs) developed Project Documents following government requirements on ODA management to meet CP10's expected results within the indicative budget.

In 2021, the government of Viet Nam issued Decree 114 on ODA management which has significant impacts on the development and approval and implementation of UNFPA- (and wider UN) supported projects. At this stage, four projects executed by MOH, MOHA, GSO and the Farmer's Union were approved in 2022 while two other projects under MOLISA on population ageing and gender-based violence and harmful practices are still pending formal approval with no clear timeline for official sign-off. As a work-around solution, UNFPA has enlisted international and local NGO/CSO as IP in 2022, e.g. CSAGA under the gender component and HAIV under the population ageing, and some cases, and with government support, UNFPA has turned to direct implementation to ensure programmes are delivered and results achieved. The same approach has just been repeated with requesting MOCST, Hoa Binh and An Giang provinces, and Viet Nam Disaster Management Authority (VDMA/MARD) to become another IP of UNFPA under the gender equality/GBV component rather than continuing to wait for the approval of the MOLISA GE/GBV project. Furthermore, difficulties in the implementation of a multi-partner project led to the division of the already approved and implemented MOHA project into two independent projects in early 2024, one owned by MOHA and the other by the Youth Union. In addition to these issues, the new mandatory requirements on advance permissions from relevant authorities for trainings and workshops funded by development partners have also caused substantial delays in implementation of project activities.

With regards to financial resources, at this stage UNFPA and national partners have been implementing the CP10 for more than two years, yet the annual planned project budgets were often lower than those estimated in the Project Documents and the CPD due to difficulties in resource mobilization, particularly after the Covid-19 pandemic.

In this context, given the financial and time constraints, it is crucial to conduct an independent "light" mid-term review (MTR) of the CP10 in 2024 to generate evidence on current progress of the CP10's implementation. It is expected that the mid-term review will document lessons learned and best practices as well as provide recommendations on the design and implementation of the CP10 for the remaining period 2024-2026 including any necessary modification to delivery or expected results. This light-touch MTR also provides opportunities to identify key inputs for the Country Programme Evaluation (CPE) to be conducted in 2025 and the design of the Eleventh Country Programme for the period 2027-2031.

The MTR will be managed by UNFPA CO in close consultation with the MPI, and conducted by a team of independent evaluators (two national consultants), following UNFPA's guidance on the programme evaluation methodology to the extent possible. The regional M&E Adviser at the UNFPA Asia and the Pacific Regional Office (APRO) will provide the technical assistance to CO including the quality of the report(s).

## **2. INTENDED USE AND USERS**

The main audience and primary users of the MTR are CO Viet Nam, UNFPA/APRO, the National Implementing Partners (NIPs), and related UN agencies (e.g. Joint workplans of UNSDCF/CF implementation in Viet Nam). The MTR process will require close consultation with national



implementing partners (NIPs) and with the Ministry of Planning and Investment (MPI) and UNFPA/CO.

### 3. OBJECTIVES AND SCOPES OF WORK

#### 3.1. Objectives

5. Review current progress of the CP10 implementation in terms of achievement towards the expected outputs and outcomes.
6. Analyze performance, strengths, weaknesses, opportunities and threats during the first two and half years of the CP10 implementation including resource mobilization in the context of the Government Decree on ODA management and donor funding environment.
7. Document lessons learned and best practices from the implementation of the current projects.
8. Provide strategic and programmatic recommendations on the design and implementation of the remainder of the CP10 period 2024-26 including recommending prioritised forward-looking options to ensure maximum delivery on results.

#### 3.2. Scopes of work

The MTR will cover activities of the CP10 for the period January 2022-June 2024 under both UNFPA and IP execution. The review will cover only interventions and activities financed from the CP10's regular and mobilized resources and conducted at both national and sub-national levels.

### 4. REVIEW CRITERIA AND QUESTIONS

The MTR will be conducted to respond to the following criteria and questions with the reference timing of the mid-point of the CP10's term, 2022-2026.

**The review criteria** (as of UNFPA guideline):

1. *Relevance*: The extent to which the intervention objectives and design respond to rights-holders, country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change
2. *Effectiveness*: The extent to which the intervention achieved, or is expected to achieve, its objectives and results, including any differential results across groups
3. *Efficiency*: The extent to which the intervention delivers, or is likely to deliver, results in an economic and timely way. Could the same results have been achieved with fewer financial or technical resources, for instance?
4. *Coherence*: The compatibility of the intervention with other interventions in the country, sector or institution. The search for coherence applies to other interventions under different thematic areas of the UNFPA mandate which the CO implements (e.g. linkages between SRHR and GBV programming) and to UNFPA projects and projects implemented by other UN agencies, international NGOs and development partners in the country.

*Technical notes, please see the evaluation handbook of UNFPA (2024) at <https://www.unfpa.org/admin-resource/evaluation-handbook-2024>*

**The review questions (evaluation questions):**

1. To what extent has the CP10 achieved its results and targets (including financial targets/resource mobilization) as established in the CPD and CPAP?.
2. To what extent has the CP10 successfully mainstreamed *gender equality and human rights* in: (i) the development of the country programme (with particular attention to participation in developing the CP10); and (ii) the implementation of the CP10 (with particular attention to non-discrimination/equality in reach/results)?.
3. To what extent has the CP10 ensured the needs of *left behind populations* (including ethnic minorities, PWDs, migrants, adolescent/young people, LBGTQI+, elderly, victims of gender-based

violence) are taken into account in the planning and implementation of UNFPA-supported interventions and activities?.

4. To what extent has the CP10 successfully partnered (including with government agencies, private and civil society sectors, United Nations agencies, research and training institutions, media, etc.) to ensure that UNFPA makes use of its comparative strengths in the achievement of the CP10 outputs and outcomes and contribution to UNSDCF programmatic areas?.
5. What are the *strengths, weaknesses, opportunities, and threats* in achieving the CP10 results?
6. What are the *lessons learned, best practice and recommendations/solutions* for adaptation/re-prioritization and effective delivery of interventions and activities for the remaining time of the CP10?

## 5. REVIEW METHODOLOGIES

### Approach

The MTR will follow UNFPA's guidelines on country programme evaluation methodology. The evaluation team will need to properly consult with the methodological guide – UNFPA Evaluation Handbook 2024 (<https://www.unfpa.org/admin-resource/evaluation-handbook-2024>).

The review will use theory-based and mixed-methods approach. The Country Programme's Theory of Change (TOC) will inform the design of the review and explains the relationship between interventions and results, i.e. how interventions supported by UNFPA Viet Nam CO are expected to contribute to the desired results (outputs and outcomes) and consequently contribute to the overall goal of UNFPA. The TOC also establishes the causality links between the assumptions, contextual factors and results that support or hinder the achievement of planned results.

**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 UNFPA's direct partners (e.g. key national implementing partners) as well as stakeholders who do not work directly with UNFPA, yet play a key role in relevant CP10 outcomes/outputs or thematic area UNSDCF/DaO (e.g. UN Result Groups). These stakeholders may include representatives from the governments, line ministries, national implementing partners (NIPs), NGOs, the private sector, UN organizations, other multilateral organizations, bilateral donors, and most importantly, the beneficiaries of the CP10. It is noted that UNFPA and other UN agencies are more concerned with ensuring equity of access to quality services which are appropriate to the needs of vulnerable groups and ethnic minorities, and more focus on the policy advocacy efforts.

Within the limited budget and timeframe, the qualitative research method will be mainly used in the MTR, including consultation workshops/meetings, focused group discussions (FGDs) and in-depth interviews (IDIs) in-person and survey online, desk review of related/key documents and field visits (selected provinces).

The process will be participatory and require close consultation and collaboration with key IPs, MPI/GACA, relevant donors and UN partners. UNFPA CO will provide a list of partners and stakeholders and relevant existing reports and documents to the consultancy team. The stakeholder map will be finalized by the review team during the design phase and will include a variety of stakeholders, including IPs, strategic partners, UN agencies, NGOs, academic and representatives of beneficiaries, especially from the groups furthest left behind. The review team will propose a sampling strategy based on the stakeholder map.

## 6. MTR PROCESS

The MTR unfolds in the following phases:

### **a. Preparatory Phase**

- Development of a concept note on mid-term review.
- Drafting the TOR for recruitment of the evaluation team.
- Consultation and agreement between CO and MPI on the objectives, scope of works and timeline of the MTR concept note and TOR for recruitment of evaluation team.
- Selection and recruitment of the review team.
- Preparation of the inception report by the review team subject to be reviewed and approved by CO and MPI.
- Map and identify concerned stakeholders and partners of CP10 for data collection.
- Collection and preparation of the background information and documentation on CP10 and its projects.

### **b. Design Phase**

- A documentary review of all relevant documents available at UNFPA, for the period 2022-2024.
- Finalization of the stakeholder mapping.
- Finalization of evaluation tools including evaluation questions following consultations between the MTR team, MPI and UNFPA CO.
- Preparation of a 10-page inception/design report covering data collection methods and analysis strategies and findings preparation and validation, and report outline and timeframe for report preparation.
- Set up an MTR reference group.
- Approval of the inception report in consultation with MPI, the CO's SMT and regional M&E adviser of APRO.
- Preparation for a 2-day consultation workshop on MTR review together with MPI

### **c. Data collection and Analysis Phase**

- Collection of relevant documents and reports on CP10 design and implementation
- Data collection during the 2-day consultation workshop on MTR for relevant data collection (co-organized by MPI and UNFPA CO). It is noted that this will be discussed during the development of the reception report for more details.
- Field visits to selected provinces (this will be identified during the development of the reception report).
- Analysis of collected data and information for preparation of a draft report and presentation for validation.

### **d. Reporting phase**

- Preparation of a first draft of the MTR report and the presentation. A template of the report is presented in Annex 3.
- A meeting of the Reference Group, co-chaired by MPI and CO to discuss on preliminary findings and obtain feedback from the stakeholders to validate key findings and tentative conclusions and/or recommendations.
- Preparation of a final draft of MTR report taking into accounts comments by the reference group.
- Conducting a workshop for dissemination (hybrid mode) of MTR findings and recommendations on programme direction for the remaining period of the CP10 (attended by the CO, MPI/GACA as well as all the key programme stakeholders (e.g. IPs and its partners) and other concerned UN agencies.
- Finalization of the MTR report with any additional comments and feedback raised in the dissemination workshop.
- Preparation of a trail for comments (by the review team).

## 7. EXPECTED PRODUCTS/DELIVERABLES

The MTR team will produce the following deliverables:

- A design report (Inception report) of about 15 pages, including parts of the introduction, country context, UNFPA strategic response and programme, evaluation matrix (evaluation questions, methodology and approach, evaluation process).
- A debriefing presentation document (PowerPoint) synthesizing the main preliminary findings, conclusions and recommendations of the MTR, to be presented and discussed during a debriefing meeting to be held at the end of the data collection phase.
- A first draft of the MTR report for discussion with the Reference Group for comments
- A final MTR report of about 25 pages including an executive summary (followed by the Drafts, taking into account comments from the reference group).
- A PowerPoint presentation of the results of the MTR for the dissemination workshop to be held in Ha Noi.

All deliverables will be drafted in English. The PowerPoint presentations for the dissemination and the final MTR report will be translated into Vietnamese.

## PROPOSED ROADMAP AND TASK RESPONSIBILITIES

Phases	Contents	Timeline
Preparation	Drafting a concept note on mid-term review.	Week 1, May
	Drafting a TOR for recruitment of evaluation team.	Week 1, May
	Consultation and agreement between CO and MPI on the objectives, scopes of works and timeline of the MTR concept note and TOR for recruitment of evaluation team.	Week 2-3, June
	Set up an MTR reference group	Week 2-3 June
	Selection and recruitment of the evaluation team.	Week 4 June
	Prepare a draft stakeholder map.	Week 2-3 June
	Collection and preparation of the background information and documentation on CP10 and its projects.	Week 4 June

Phases	Contents	Timeline
	Formal correspondence to implementation partners on MTR process	Week 1-2 June
Design	Document review and interviews with UNFPA CO and MPI's focal points to inform the design. Development and finalization of review tools including review questions following consultations with MPI and UNFPA CO	Week 2, July
	Preparation of the inception report covering data collection methods and analysis strategies and findings preparation and validation, and report outline and workplan	Week 1-2 July
Data collection	Preparation for a 2-day consultation workshop on MTR review.	Week 2-3 July
	Organization of 2-day consultation workshop on MTR for relevant data collection.	Week 1 August
	Any follow up data collection (if necessary).	Week 1-2 August
Data analysis	Analyzing collected data and information to respond to established review questions.	Week 1-4 August
Report preparation and results dissemination	Producing the first draft of the MTR report and presentation for comments and feedback.	Week 4 August
	Conducting consultation meeting(s) with key stakeholders and MTR reference group to validate key findings, conclusions and recommendations.	Week 2 September
	Producing a prefinal draft of MTR report for comments and feedbacks (including translation into Vietnamese)	Week 3 September
	Organization of the workshop on disseminating key findings and recommendations of the MTR report	Week 3 October
	Finalization and submission of the MTR report in both English and Vietnamese	Week 4 November

## ANNEX 1: STRUCTURE OF THE CP10 IN ALIGNMENT WITH UNFPA STRATEGIC PLAN AND UNSDCF FOR THE PERIOD 2022 – 2026

Alignments (with UNFPA/SPs and with UNSDCF/CF/VNM) CP10 output/Key IP (ProDoc)	Indicators	Key Partners	Planned Budget
<b>RG 1 (CF outcome 1): Inclusive social development</b> [By 2026, people in Viet Nam, especially those at risk of being left behind, will benefit from inclusive, gender-responsive, disability-sensitive, equitable, affordable and quality social services and social protection systems, will have moved further out of poverty in all its dimensions and will be empowered to reach their full potential.] RG1/JWPs includes: 02 CP10 outputs (2.1 and 1.2) of UNFPA			
Vulnerable groups, including ethnic minorities, adolescents and youth, people with disabilities and migrant workers, have increased equitable access to comprehensive and gender transformative SRHR information and services, including in the humanitarian development nexus <b>CP10 2.1/VNM10P03 (SRH/MOH)</b>	2.1.1. Number of provinces with innovative initiatives aiming to increase access of vulnerable populations to SRHR information and services Baseline: 0 (2020); Target: 10 (2026) 2.1.2. Number of provinces with approved cervical cancer prevention plans applying innovative financing	Ministry of Health, Ministry of Home Affairs, Ministry of Education and Training, Provincial authorities, Youth Union and other	\$6.5 million (\$3.7 million from regular resources and \$2.8 million from other resources).

Alignments (with UNFPA/SPs and with UNSDCF/CF/VNM) CP10 output/Key IP (ProDoc)	Indicators	Key Partners	Planned Budget
	<p>mechanisms, including national and subnational state budgets Baseline: 3 (2020); Target:12 (2026)</p> <p>2.1.3. Number of provinces that implement approved national guidelines on comprehensive sexuality education and life-skills education in secondary and vocational schools, and introduce CSE and LSE initiatives for out-of-school vulnerable youth Baseline: 0 (2020); Target:10 (2026)</p> <p>2.1.4. Proportion of women aged 15-49 years residing in areas of humanitarian situations who receive SRH information and services Baseline: 0 (2020); Target:25 per cent (2026)</p>	youth-led organizations, CSOs, the private sector.	
<p>Integrated and coherent social protection system is enhanced, applying life cycle and gender transformative approaches for ageing and meeting the individual needs of the most vulnerable groups <b>CP10 1.2/VNM10P02 (Age/MOLISA)</b></p>	<p>1.2.1. Existence of the revised Law on the Elderly, with provisions on social inclusion and older persons' rights Baseline: Revision proposal of the Law of the Elderly submitted (2020); Target: The Law is approved (2026)</p> <p>1.2.2. Number of new solutions and innovations piloted to enhance social and economic participation and care of older persons Baseline: 0 (2020); Target:2 (2026)</p> <p>1.2.3. Level of age extension of social assistance coverage for older persons Baseline: Social pension covers people aged 80+ (2020); Target: Social pension covers people aged 75+ (2026)</p>	Ministry of Labour, Invalids and Social Protection, Ministry of Health, CSOs, the private sector.	\$2.6 million (\$1.4 million from regular resources and \$1.2 million from other resources)
<p><b>RG 4 (CF outcome 4): Governance and access to justice</b> [By 2026, people in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality and freedom from all forms of violence and discrimination, in line with Viet Nam's international commitments] RG4/JWPs includes: 04 CP10 outputs (1.1, 2.2, 3.1, 3.2) of UNFPA. Co-chair with IOM</p>			
<p>An enabling environment is created to support comprehensive youth development and participation, including in disaster management policies and programmes, and to advance the ICPD Programme of Action</p>	<p>1.1.1. Number of national and subnational plans approved to implement the Youth Law, with a special focus on addressing needs of vulnerable young people Baseline: 0 (2020); Target: 1 National Plan of Action for the Law; 1 National Plan of Action for the Strategy; and 63 provincial plans of action (2026)</p> <p>1.1.2. Number of regional youth dialogue platforms established Baseline: 0 (2020); Target: 3 (northern, central and southern regions (2026)</p>	Ministry of Home Affairs, Ministry of Health, National Assembly, Youth Union and other youth-led organizations, civil society	\$1.4 million (\$0.7 million from regular resources and \$0.7 million from other resources)

## ANNEX 2: OUTLINE OF THE INCEPTION REPORT

- Table of contents
- Acronyms
- 1. Background
- 2. Purpose, objectives, and scope
- 3. Proposed methodology
  - 3.1 Unpacking the light-touch MTR

- 3.2 Key evaluation review questions
  - 3.2.1 Decomposing the evaluation questions of the tor
  - 3.2.2 Additional evaluation questions proposed
- 3.2 Methodology
  - 3.2.1 Desk review
  - 3.2.2 Qualitative assessment
- 3.3 Matching the evaluation questions to data sources
- 4. Detailed review plan

## **ANNEXES**

### **ANNEX 3: OUTLINE OF THE MID-TERM REVIEW REPORT**

- Table of contents
- Acknowledgements
- Abbreviations and acronyms
- Executive summary
- 1. Introduction/Background
- 2. Objectives and scopes of work
- 3. Methodology
- 4. Findings
  - 4.1 Results on status of the CP10 implementation: respond to review questions here:
    - SRHR
    - Ageing
    - Adolescent/Youth
    - Gender`
    - Population and Development
  - 4.2. Programme management in the CP10
    - Cooperation and coordination
    - Planning, monitoring and evaluation
    - Financial resources and its utilization
  - 4.3. Lessons learned and best practices in the CP10 implementation
- 5. Conclusions and recommendations on programme directions for the remainder of the CP10
- Annexes
- References