

TERMS OF REFERENCE FOR CONSULTANCY

Monitoring and Evaluation – Learning Review

1. BACKGROUND

[Open Government Partnership \(OGP\)](#), an international multi-stakeholder initiative, has been put in place since 2011 in order to secure governments' concrete commitments to improve government transparency, accountability and responsiveness to citizens. According to Towards Transparency's feasibility study on the prospect of Vietnam's participation in this initiative in 2016, OGP offers great opportunities for Vietnam to further integrate into the global economy, strengthen the nation's reputation domestically and internationally and align with international efforts to fight against corruption and promote transparency and accountability across all facets of government. It also serves as a platform to foster cooperation between government and civil society citizen participation as well as public trust in the state (Towards Transparency, 2016). Currently, Vietnam is non-eligible for OGP; however, it is not too far away from meeting the minimum eligibility criteria¹.

Towards Transparency (TT) in Vietnam is a national contact of Transparency International, the global civil society organisation leading the fight against corruption. TT promotes concrete solutions to improve transparency, accountability and integrity, with a particular focus on strengthening the voice and participation of wider society in anti-corruption efforts. Among other things, TT has been promoting OGP as a platform for government, civil society and the private sector to collaborate around the key open government issues and principles in Vietnam. TT has implemented a project titled "Increasing Governance Effectiveness in Vietnam through the Open Government Partnership (OGP) Initiative" co-funded by the Belgian Ministry of Foreign Affairs and the Embassy of Denmark since August 2017. The project is designed to promote OGP in Vietnam, whereby the grounding work related to OGP would be put in place. Accordingly the project focuses on building initial evidence and knowledge platform, enhancing stakeholders' capacities and awareness on OGP and incubating engagement with the state on OGP.

This project furthers the OGP-related work initiated by TT in 2014 in Vietnam. TT will continue OGP work in the phase II of the project, in which TT will continue to build robust evidence and enhance further state engagement in the OGP process. The new project is expected to start in February 2019. ***To this end, in order to improve project implementation in the next phase, TT is looking for a qualified Vietnamese consultant to conduct a review of the project implementation. The objective of this review is for learning purpose, while taking stocks of the project's key achievements.***

2. THE REVIEW

2.1. Objective

The review aims to provide an overall assessment of the project implementation against its agreed objectives and expected results and to extract practical key lessons on the various aspects of project implementation and management, from which the next phase can draw lesson from and deliver better.

¹ See updated OGP eligibility scores for Vietnam at:

https://docs.google.com/spreadsheets/d/1DKQOnPgv7ldzAI_wCSsXgqU7O9UYki24EfByzkacEI/edit#gid=869039115

2.2. Review questions

The review will focus on addressing the main questions as follows:

- Stocktaking the project key deliverables by using TI's Impact Monitoring approach². Using this methodology approach, the review will explore how the project deliverables contribute towards achieving change from 3 key perspectives: i) Behaviour change of individual and community levels; ii) Measuring changes in terms of Outreach and Awareness; and iii) Policy and Institutional changes.
- What lessons are learnt that could improve the project implementation and management?
- What recommendations can be provided to the design and implementation for the enhancement of the project success and further improvement of the implementation in the second phase of the project life?

2.3. Target audience

- The findings will be primarily used by parties involved in the project: Towards Transparency, the donors, Transparency International, and TT's partners

2.4. Methodology

The methodology described below is provided as guidance. Based on the context of the project and final evaluation objectives, the consultant is expected to submit a tailored and suitable methodology in their proposal.

- The consultant is expected to use a participatory approach and tools for data collection in order to encourage the participation of partners and beneficiaries;
- During the evaluation process, the consultant is expected to work closely with the Project Manager from TT.

Data collection for review:

- Desk study: the relevant project documents, reports, and Transparency International's Monitoring Guide (TI's MEL Framework)
- Interview: open, semi-structured, in-depth
- Group discussions

2.5. Scope of work

The consultant in collaboration with TT will be responsible for completing all tasks relating to the learning review with the main tasks as follows:

- Undertake a desk review of relevant materials provided by TT following the agreed methodology and work plan;
- Develop a detailed review methodological steps and work plan;
- Be a facilitator in the review meeting with TT and its partners; or the consultant can conduct separate interviews with TT's partners via phone or face-to-face (this will depend on the availability of partners);
- Prepare a draft review report, including a summary of project key deliverables, lessons learnt and recommendations;
- Finalise report with response to comments from TT.

² For further information, please see: https://www.transparency.org/whoweare/accountability/impact_monitoring/4

2.6. Time frame and deliverables

The review will take place during the period from 20 January to 20 February 2019 which complies with the following timeline and deliverables:

No	Deliverables/Activities	Due date
1	Develop review plan upon agreement between TT and the selected consultant The outline should include: (1) Desk review of the project documents, reports and TI MEL framework (2) Discuss with TT staff on the proposed review framework and tools (3) Finalise the review framework and tools	25 Jan 2019
2	Facilitate internal (and external if applicable) review meetings	15 February 2019
3	First draft report (in English)	20 February 2019
4	Finalise report and send it to TT	22 February 2019

2.7. Selection criteria

The consultant is expected:

- To have strong knowledge and experience in project management in policy advocacy and governance;
- To have experience of cutting-edge, results-based innovative models to address governance issues
- To have practical experience and good skills of designing M&E plan, developing tools and writing independent report
- Strong writing skills in English

3. Contract

A contract based on EU costs norms for engagement of selected external consultant will be applied for this assignment. It is up to the consultant to organise the work. However, the total paid days will be 10 days for the consultancy work.

4. Application Submission

Please email your application package to consultancy@towardstransparency.vn by 15 January 2019 with "**OGP External Learning Review**" in the subject line. The application should include the following:

- A personal statement explaining consultants' understanding of the assignment (or a brief overview of how the work will be approached, which methods will be used)
- A cover letter describing your motivation and qualifications for the assignment;
- A tentative report structure
- Curriculum vitae;
- Budget detailing number of working days (and administration cost, if any)

Due to the volume of applicants, only short listed candidates will be contacted.