



Terms of Reference for Evaluation Advisory Group

Final evaluation for TMSV3

May 2025

Background

Since October 2018, IOM Viet Nam has been implementing an UK Home Office funded project “Tackling Modern Slavery from Viet Nam” (hereinafter TMSV). The project is now in its third phase, spanning from August 2022 to end of March 2026. With the objective to contribute to a more efficient nationwide system response to human trafficking in and from Viet Nam, the project is designed to address three pillars of Prevention, Protection and Prosecution. The project activities have been implemented nationwide but targeting hotspot communities in the provinces of Hai Phong, Nghe An, Ha Tinh, Quang Binh and Quang Ninh.¹

The intended outcomes of the TMSV3 project are as follows:

- Outcome 1 (Prevention): Individuals and communities are empowered to make informed decisions on migration.
- Outcome 2 (Protection): Victims of trafficking and migrants in vulnerable situations successfully reintegrate into their communities of return.
- Outcome 3 (Prosecution): The Government of Viet Nam proactively identifies and effectively responds to all TIP forms through strengthened capacity and cooperation.

To improve the project design and implementation, IOM, in coordination with the UK Home Office, would like to evaluate the impact of all three Outcomes. The final evaluation of TMSV3 will look at the six criteria of relevance, coherence, effectiveness, efficiency, impact, and sustainability. To this end, it will assess the project’s achievements against its key objectives and intended outcomes, including re-examination of the relevance of the objectives and project design. It will also identify factors that have facilitated or impeded the achievement of the project objectives. .

¹ During the first phase, the project activities were implemented in all five provinces. In the second phase, it only focused on Nghe An, Ha Tinh and Quang Binh. For the third phase, prevention activities are conducted in four provinces except for Quang Ninh.

IOM will share the results with the intended users of the report: IOM Viet Nam, the UK Home Office, project partners and IOM Regional Office.

Rationale of the Evaluation Advisory Group (EAG)

To this end, IOM plans to establish an Evaluation Advisory Group (EAG) to ensure the objectivity, independence, and quality of the evaluation and advise on its planning, implementation, and recommendations. The EAG can assist in identifying priority evaluation questions, providing feedback on draft documents, and disseminating relevant good practices and lessons learned identified in the evaluation.

The EAG is divided into two groups, each with specific roles and responsibilities to ensure the involvement of different stakeholders, while maintaining meaningful, participatory and inclusive engagement. Structuring the EAG into two sub-groups helps clarify expectations, streamline coordination, and distinguish between advisory and informant roles.

Roles and responsibilities of the EAG

The EAG is a technical advisory group comprising of two sub-groups, including members representing the donor, IOM, project implementing partners, and government counterparts.

- 1. Primary group:** This group includes stakeholders with technical expertise and institutional knowledge of the TMSV3 project's Monitoring, Evaluation and Learning (MEL) framework. These members handle core advisory responsibilities, including but not limited to:

- Provide technical inputs on evaluation design, tools, and methodology
- Review findings and recommendations
- Ensure alignment with donor expectations and organizational standards
- Promote use of evaluation findings within their institutions

Sector	Organisation/Entity	Contact point/ Title of selected PIC
Donor	Representative from UK Home Office	
	Representative from UK Embassy	
Project Management Board	IOM Viet Nam	Project Manager/ Head of Projects and Partnerships

Sector	Organisation/Entity	Contact point/ Title of selected PIC
		Project Coordinator/ Senior Project Assistant
		M&E Officer
		Representatives from components
	IOM Regional Office	TBD
Implementing Partner and Government counterparts	Women's Union	1 representative
	Central Youth Union	1 representative
	Ministry of Health	1 representative
	Ministry of Public Security	1 representative
	Centre Supporting Women Development	1 representative
	Hagar	1 representative
	World Vision	1 representative

2. Community group: This group includes beneficiaries and community-level actors, selected based on both professional and lived experience relevant to the evaluation topics. The Group contains diversity in gender, age, geography, and experience to reflect broader community. Member(s) can be nominated by trusted community-based organizations (e.g., Women's Union(s), Labour officer(s), etc.), then IOM, in collaboration with these agencies, will get insights from these members through structured consultations, focus groups, or interviews. Their responsibilities include but are not limited to:

- Represent community engagement and lived experiences
- Provide qualitative insights and feedback
- Validate findings from a grassroots perspective

Due to the sensitive nature of the community group's involvement, all engagement with this group will be managed directly by the IOM Monitoring and Evaluation (M&E) Officer in coordination with the involved pillar leads. This ensures that safeguarding measures are properly in place and followed. The M&E Officer will coordinate all consultations and feedback sessions, creating a safe and respectful space for participation.

Sector	Organisation/ Entity	Contact point/ Title of selected PIC
Beneficiaries	Youth Core Team	Max 4 representatives
	Livelihood models	Max 4 representatives
	Survivors	Max 4 representatives

In addition to the individuals mentioned above, additional experts may be identified by the EAG members themselves.

Modalities of engagement

- The EAG will ideally meet at least once during inception, mid-point, and draft findings review.
- Meetings will be virtual or hybrid, with materials shared in advance. In cases where in-person participation is required, IOM will provide appropriate remuneration to members of EAG to cover travel costs and daily subsistence allowances².
- Ad hoc consultations may be held as needed.
- IOM Viet Nam's M&E Officer will serve as the EAG Coordinator and Secretariat, responsible for scheduling, documentation, and follow-up.

² Based on UN-EU guidelines for financing of local costs in development co-operation with Viet Nam (version 2022)