

Evaluation Terms of Reference

1. Project information

Project title: Safe and Healthy Homes

Implementing agency: Habitat for Humanity International - Vietnam (HFHI-V)

Project period: January - December 2024

Donors/Partners: Techtronic Industries (TTI) and Saint-Gobain Foundation

Project location: Thap Muoi District, Dong Thap Province, Mekong Delta, Vietnam

Project overview:

The Safe and Healthy Homes project aims to improve the housing conditions of low-income and vulnerable families in Thap Muoi District, Dong Thap Province, one of the most climate-vulnerable areas of the Mekong Delta. Through the construction of new houses and the renovation of existing ones, combined with training on construction safety, WASH practices, and basic financial literacy, the project seeks to ensure that families have safe, secure, and healthy living environments.

The project directly supports 12 families with new houses, 30 families with house renovations, and 42 families through capacity-building activities. Beyond physical housing improvements, the project recognizes the importance of evidence-based learning and accountability. Therefore, as a complementary component, it includes an impact assessment of Habitat Vietnam's past housing projects to systematically document the long-term effects of housing support on households' quality of life - particularly in areas of health, education, livelihoods, and gender equality.

The findings from this ex-post impact evaluation will not only inform Habitat Vietnam's strategic planning and advocacy but also contribute to strengthening donor engagement and public awareness of housing as a foundation for sustainable community development.

2. Background Information

Habitat for Humanity International Vietnam (HFHIV) has supported low-income families in Vietnam for more than two decades, focusing on safe and decent housing as a foundation for improving livelihoods, health, education, gender equality, and resilience.

While hundreds of houses have been built or repaired, most evaluations have only captured short-term results. There is currently no systematic study on the long-term impacts of housing support on family well-being and community development.

This evaluation will cover five housing support projects completed at least two years ago, representing the North, Central, and South regions. The time gap is intentional, as it allows observation of lasting changes that extend beyond immediate project outcomes.

Overall Objective

To evaluate the long-term impacts of HFHI-V's housing support on household well-being and generate credible evidence for strategic planning, advocacy, and resource mobilization.

3. Specific Objectives of the Evaluation

- Assess the long-term impacts of housing support on: livelihoods, health, education, mental well-being, gender equality, and social inclusion.
- Document case studies highlighting the most significant changes experienced by households.
- Provide evidence-based recommendations for HFHI programming and advocacy in Vietnam.

4. Evaluation questions

- How has housing support influenced livelihoods and household economy?
- What are the long-term effects on health (physical and mental)?
- How has improved housing contributed to children's education?
- How has housing support affected gender equality and inclusion of vulnerable groups?
- Which changes are perceived by households as the most significant and why?

5. Intended users and uses.

Intended users:

- Primary users: HFHI Vietnam, donors.
- Secondary users: Government partners, NGOs, local stakeholders.

Intended uses:

- Inform HFHI-V strategy and program design.
- Generate evidence for advocacy.
- Provide impact data and stories for fundraising.

6. Evaluation design and methodology

The evaluation will use a mixed-method, non-experimental ex-post design.

Quantitative approach

- Measure before–after changes within beneficiary households using recall baseline methods.
- Ensure sampling captures diversity by type of support (new build, repair/rehabilitation, with/without WASH) and vulnerability criteria (female-headed, elderly, disabled, ethnic minorities).
- Indicative sample size: HFHI-V anticipates surveying around 180 households in total (approx. 30 households per project). This would allow for meaningful disaggregation by support type and vulnerability. However, the consultant is expected to propose and justify the final sampling strategy and sample size based on statistical considerations and field feasibility.
- Apply two-stage cluster sampling (hamlets then households), with appropriate statistical techniques to account for baseline differences and clustered data.

- Where possible, use external benchmarks (administrative statistics, utility bills, local poverty data) to contextualize changes.
- Analyze variations by type of support to identify dose–response patterns.

Qualitative approach

- Focus Group Discussions (FGDs) with beneficiaries and stakeholders to validate findings.
- Most Significant Change (MSC) case studies (1–2 per project) to document in-depth stories of change.

Secondary data

- Review project documents and available administrative data (health, education, poverty, utilities).

7. Ethics

All evaluation activities must adhere to Habitat for Humanity International’s global ethical standards and relevant Vietnamese regulations. The consultant is responsible for ensuring that all data collection, analysis, and dissemination are conducted in a manner that upholds the dignity, rights, and safety of all participants.

Informed Consent

- Ensure all participants understand the purpose, procedures, potential risks, and benefits of the evaluation before participation.
- Consent must be voluntary, documented (written or verbal as appropriate), and obtained prior to any data collection.
- Enumerators must provide clear explanations in participants’ preferred language.
- Special considerations must be taken for vulnerable populations (e.g., minors, elderly, persons with disabilities, displaced persons). Participation of minors requires consent from parents or guardians.

Confidentiality and Data Protection

- Personal data must be anonymized or coded before analysis.
- All records (paper or digital) must be stored securely and accessible only to authorized personnel.
- The consultant shall comply with HFHI’s data management policy and relevant Vietnamese data protection laws.
- No identifiable photos or personal stories shall be published without explicit permission.

Cultural Sensitivity and Respect

- Ensure that tools, questions, and approaches are culturally appropriate and respectful of local norms and values.

- Engage local authorities and community representatives in the planning and implementation stages.
- Enumerators must receive orientation on respectful communication and behavior.

Equity and Inclusion

- Guarantee fair representation of all relevant groups, especially marginalized or vulnerable populations.
- Avoid sampling or reporting practices that may reinforce stereotypes or social inequalities.
- Ensure gender-sensitive and disability-inclusive approaches throughout the process.

Ethical Approval

- HFHI Vietnam will conduct its own internal ethical review and approval of the evaluation protocol prior to data collection. The Inception Report must clearly outline the procedures for informed consent, data protection, and engagement with vulnerable groups to obtain this internal ethical approval.

8. Deliverables and Schedule

- Inception Report (December 2025): methodology, tools, sampling plan.
- Raw data and survey tools (February 2026).
- Draft Report (February 2026): preliminary findings.
- Final Report (March 2026): integrated analysis and recommendations.
- Policy Brief (4–6 pages) and presentation slides (March 2026).

9. Timeline

- November 2025: Recruitment of consultancy team.
- December 2025 (1st half): Inception phase (desk review, design, tools).
- December 2025 (2nd half) – January 2026: Data collection.
- February 2026: Data cleaning, analysis, draft report.
- March 2026: Final report, policy brief, dissemination.

End date: March 2026.

10. Consultant Qualifications

- Experience in impact evaluations in housing, WASH, or community development.
- Knowledge of non-experimental and mixed-method approaches.
- Strong analytical skills; experience working with vulnerable groups.
- Excellent English writing skills.

11. Submission Guidelines

Proposals should include:

- Consultant/organizational profile.

- Technical proposal (approach, methods, timeline).
- Financial proposal.

12. Safeguarding

12.1. Reference check requirement	A reference check on the successful applicant (at least 02 referees) will be conducted for safeguarding purposes to ensure the successful applicant does not have a history of exploitation and abuse in working with vulnerable groups, especially with People with Disability (PWDs), children, and women. Habitat Vietnam reserves the right to withdraw from signing the consultancy contract with the applicant if the reference check yields concerning results.
12.2. Criminal record requirement	Aside from the reference check, a police certificate (lý lịch tư pháp) will be required, and HFHV will also do a terrorism check.
12.3. Signing Codes of Conduct	If selected, the consultant team is expected to sign two Codes of conduct (Ethical Covenant and Child Protection) with HFHV to ensure community safeguarding during the assignment implementation.
12.4. Safeguarding due diligence.	As a requirement, SG due diligence will be conducted on the partner before the service contract is signed. This is applied only to the contract holder of an organization/company. In case the consultant is an individual, this requirement is not applied.

Deadline for submission: 26 November 2025

Send applications to: procurement@habitatvietnam.org

Subject line: [RFP Submission] Ex-Post Impact Evaluation - HFHI Vietnam.