

# TERMS OF REFERENCE

## **Title: Mid-Term Evaluation**

**The project:**                **Technical Assistance towards Strengthening Capacity to Implement Climate Change Mitigation Plans and Mobilize Sustainable Finance for Forest Protection and Development, including a High-Quality Forest Carbon Market (C4G)**

**Location:**                **Ha Noi, Son La, Lai Chau, Tuyen Quang, Can Tho province**

**Duration:**                **September to November 2026**

**Reporting to: Gender Specialist, MEAL Advisor, Carbon Finance Specialist and Project Manager**

## **1. Project background**

The project “Technical Assistance towards Strengthening Capacity to Implement Climate Change Mitigation Plans and Mobilize Sustainable Finance for Forest Protection and Development, including a High-Quality Forest Carbon Market (C4G)” (C4G), funded by the Government of Canada through Global Affairs Canada (GAC), is implemented in Ha Noi and selected locations in Son La, Lai Chau, Tuyen Quang and Can Tho during 2023–2028. C4G is a technical assistance, capacity-strengthening and learning initiative. It does not develop, register, broker or trade carbon credits.

Project Long-term goals:

- Support Vietnam to implement Nationally Determined Contribution (NDC) through effective forest protection and development solutions
- Support Vietnam to successfully implement the Sustainable Development Goals (SDGs), to advance gender equality, reduce poverty, protect and develop forests and conserve biodiversity
- Improve stakeholders’ access to reliable information, evidence and practical knowledge on forest protection and development finance, including emerging carbon-market-related opportunities and safeguards, with particular attention to women, ethnic minority people and local communities, and other groups that may face barriers to participation.
- Support forest-dependent communities, especially women and groups facing barriers to participation, to learn through the practical implementation of climate-resilient and low-emission livelihood models that reduce pressure on and dependence on forests, while strengthening their readiness to engage in future forest governance and forest-carbon-related processes.
- Strengthen the capacity of enterprises in the four project provinces that are subject to government requirements on greenhouse gas inventories and emission quotas to understand and respond to these requirements and, where relevant, to prepare for future participation in Viet Nam’s carbon market.
- Facilitate the exchange of credible information, evidence and lessons on the development of a high-quality and inclusive forest carbon market, including policy, safeguards, gender equality, community participation and private sector readiness.

**Project expected results:**

- **Results 1.** Stakeholders in Vietnam are supported to provide updated information, scientific methods and evidence, forest carbon market analysis and forecasting tools, potential and challenge assessments, as well as solutions that Vietnam can consider when developing the forest carbon market in the future
- **Result 2.** Enterprises in the four project provinces that are subject to greenhouse gas inventory and emission quota requirements have strengthened knowledge and capacity to respond to these requirements and prepare for future participation in Viet Nam's carbon market, where relevant.
- **Result 3.** Forest-dependent communities, especially women and groups facing barriers to participation, strengthen their knowledge and practical experience through climate-resilient and low-emission livelihood models that help diversify livelihoods and reduce pressure on and dependence on forests.
- **Result 4.** Support relevant parties in sharing and exchanging information and lessons learned related to forest carbon markets

#### **Participants and beneficiaries:**

- Relevant national and sub-national government agencies engaged in forest governance, climate policy, gender equality, ethnic affairs and related technical areas.
- Enterprises in the four project provinces that are subject to government requirements on greenhouse gas inventories and emission quotas, with attention to the sectors and facilities covered by the applicable national regulations.
- Local communities are dependent on forests in Tuyen Quang, Lai Chau, Son La and Can Tho. These provinces were selected based on the Government's assessment of their high level of impact on climate change, potential for carbon mitigation and storage, high biodiversity, and the need to support financial resources and livelihoods to support communities participating in forest protection and development, poverty reduction, and sustainable development.
- Project direct participants include 600 households (150 households in each province), comprising approximately 1,000 participants (600 women and 400 men) living in forest areas of Tuyen Quang, Lai Chau, Son La and Can Tho. Approximately 95% of participants are from ethnic minority groups, including Thai, H'Mong, Tay, Nung, Khmer and Dao communities. Project participants are primarily adults aged 18 years and above.

#### **Progress as of 2026**

Following completion of the baseline study and Gender-Based Analysis in August 2025, the project moved into implementation. Activities have focused on institutional capacity strengthening, evidence generation and policy dialogue; engagement with enterprises in the four project provinces that are subject to greenhouse gas inventory and emission quota requirements; and practical learning with forest-dependent communities through climate-resilient and low-emission livelihood models. The midline review will examine the relevance, quality and early implementation experience of these intervention pathways without implying that participants have already accessed carbon finance or received financial benefits from the forest carbon market.

Since project inception, the policy and institutional context has continued to evolve, including changes in government structures and growing interest among different actors in carbon-market-related policy and practice. Private sector stakeholders have expressed varying levels of interest and readiness, while the regulatory and commercial environment remains under development. At community level, participation is shaped by differences in access to information, decision-making opportunities, livelihood priorities, language, time, mobility and prevailing social norms. These factors should be

examined through locally grounded evidence and stakeholder perspectives, without presuming uniform conditions across project locations.

These evolving dynamics highlight the need for a midline evaluation that not only assesses progress but also deepens understanding of how the project is interacting with complex systems. In line with CARE's commitment to adaptive management and GAC's Feminist MEAL approach, this midline evaluation will serve as a critical learning moment to inform adjustments for the remaining implementation period.

## **2. Objectives of midline evaluation**

The midterm evaluation (MTE) should be positioned as a strategic review of the project rather than a traditional performance review. The exercise should assess whether C4G remains relevant, strategically positioned, and capable of achieving meaningful and sustainable results during the remaining implementation period. The review will assess the relevance, effectiveness, sustainability, and strategic contribution of the project, with particular attention to institutional strengthening, government ownership, systems change, and policy influence.

The review should examine project implementation modalities, intervention management, partnerships, and MEAL systems, while assessing whether the project is effectively responding to the evolving needs and priorities of government stakeholders and building sufficient institutional capacity at national and provincial levels. It should also assess the extent to which the project is contributing to policy dialogue, institutional uptake, and decision-making processes, and whether current approaches are likely to lead to sustainable outcomes beyond the project lifecycle.

As part of the exercise, the Theory of Change should be revisited and further clarified to better articulate how project interventions and outputs are expected to contribute to intermediate and long-term outcomes. The review may also draw on a policy contribution analysis approach to assess whether technical assistance, capacity strengthening, coordination efforts, and project outputs are contributing to institutional and policy influence.

The review should examine the project's early contribution pathways, implementation readiness and the adequacy of available evidence against the Performance Measurement Framework (PMF). Given the stage of implementation, the emphasis should be on validating assumptions, assessing the relevance and coherence of intervention choices, identifying emerging signals of change where evidence exists, and recommending strategic, operational, partnership and MEAL adjustments for the remaining project period.

**The specific objectives of the strategic review are as follows:**

- 1. Assess the continued strategic relevance, positioning, and implementation approach of the project.**

The review should assess whether C4G remains aligned with government priorities, stakeholder needs, and the evolving operating context, and whether current implementation approaches are effectively supporting institutional strengthening, systems change, sustainability, and policy influence. The review should identify strategic, operational, partnership, or contextual challenges that may affect the project's ability to achieve meaningful and sustainable outcomes during the remaining implementation period.

**Key questions:**

- a. To what extent does the project remain aligned with the priorities and needs of government stakeholders and relevant institutions?
- b. To what extent are current implementation approaches and partnerships contributing to institutional strengthening, sustainability, systems change, and policy influence?
- c. Have implementation strategies, partnerships, or project priorities adapted appropriately to evolving contextual realities and stakeholder needs?
- d. What strategic, operational, partnership, or coordination challenges may limit the project's ability to achieve sustainable and meaningful results?

## **2. Assess the coherence, evaluability and implementation readiness of the project's result pathways, and identify strategic adjustments for the remaining implementation period.**

The review should test whether the Theory of Change, outcome pathways, intervention choices and PMF remain coherent and realistic in light of implementation experience and the evolving context. It should assess whether sufficient activities, partnerships and evidence-generation mechanisms are in place to explain future change, including how practical livelihood models contribute to community learning, livelihood diversification and reduced pressure on forests under Outcome 1300, and how engagement with regulated enterprises in the four project provinces contributes to private sector readiness under Outcomes 1200/1210/1220. The review should identify evidence gaps and recommend strategic, operational, partnership and MEAL adjustments needed to strengthen implementation and future assessment of results.

### **Key questions:**

- a. Are the project's outcome pathways and underlying assumptions still valid and sufficiently supported by the interventions implemented or planned to date?
- b. To what extent are project interventions, technical support, and outputs being utilized by government stakeholders and institutions?
- c. What credible early evidence or stakeholder perspectives indicate that project interventions are influencing institutional practice, policy dialogue, private sector readiness or community participation?
- d. For Outcome 1300, how relevant and effective is the learning-through-practice approach using climate-resilient and low-emission livelihood models, and what early evidence and monitoring arrangements are needed to assess livelihood diversification, reduced dependence on forests, participation and gender-related change?
- e. For private sector Outcomes 1200, 1210 and 1220, how relevant and effective is the project's engagement with enterprises in the four project provinces that are subject to greenhouse gas inventory and emission quota requirements, and how should the engagement strategy and indicators be refined to reflect their readiness for future participation in Viet Nam's carbon market?
- f. How relevant, realistic and measurable are the current PMF indicators and targets, and what strategic, operational, partnership or MEAL adjustments are required to generate credible evidence by endline?

## **3. Priority PMF Indicators for the MTE**

The MTE will prioritize a limited number of PMF indicators that are relevant and evaluable at the current stage of implementation. Priority will be given to indicators related to policy engagement, government uptake of project-supported evidence and tools, institutional capacity strengthening, and selected private sector and community indicators where sufficient activities and evidence exist. For Outcome 1300, the evaluation should examine practical learning through climate-resilient and low-emission livelihood models. For Outcomes 1200/1210/1220, it should examine engagement with enterprises in the four project provinces that are subject to greenhouse gas inventory and emission

quota requirements (see table below).

Evaluators are not expected to update all PMF indicators or conduct representative household-level measurement. Instead, they should review the selected priority indicators to determine which can be credibly updated using existing monitoring data, which can only be assessed qualitatively, which should be deferred to endline, and which may require clarification or adjustment. Indicators related to policy adoption, broad community-level resilience, full carbon project pipeline development, and sustained use of tools or information platforms should be reviewed mainly from an evaluability perspective and are expected to remain primarily endline indicators.

The MTE should therefore produce limited PMF updates where credible evidence exists, alongside an evaluability assessment and practical recommendations to strengthen monitoring and evidence collection for the final evaluation.

| <b>C4G Expected results</b>                                                                                                                                                                                                 | <b>Indicator to include in the MTE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INTERMEDIATE OUTCOMES</b>                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1100 Improved climate governance for nature-positive climate adaptation and mitigation through high-quality, inclusive GR forestry carbon market development in Vietnam                                                     | <ul style="list-style-type: none"> <li>• # of scientific data and good practices on safeguarding and gender responsiveness shared, recognized, and/or used by relevant Ministries on high-quality, inclusive GR forestry carbon market development</li> <li>• # of policy makers or practitioners who acknowledge the usefulness of data/information on safeguarding and gender responsiveness we provide as part of their work</li> </ul>                                                                                                                                                                                                                |
| 1200 Enhanced commitment of private sector actors to fund and implement high-quality, inclusive GR forestry carbon projects for nature-positive climate adaptation in Vietnam                                               | <ul style="list-style-type: none"> <li>• # of private sector actors showing their willingness to prioritize reduction of Carbon footprint in a way that is inclusive of ethnic minority people and local communities, especially women</li> <li>• # of gender-responsive, nature-positive practices, data/evidence, tools, and/or guidelines recognized and used by private sector actors</li> </ul>                                                                                                                                                                                                                                                      |
| 1300 Enhanced community governance with the participation of ethnic minority people and local communities, particularly women, for high-quality, inclusive gender responsive forestry carbon market in biodiverse provinces | <ul style="list-style-type: none"> <li>• # of carbon project pipeline co-developed with ethnic minority people and local communities, especially women</li> <li>• # and % of women and men from ethnic minority communities reporting high self-efficacy to engage in the Carbon high-quality project</li> </ul>                                                                                                                                                                                                                                                                                                                                          |
| <b>IMMEDIATE OUTCOMES</b>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1110 Increased knowledge of government agencies on key considerations for the design of legal frameworks in support of high quality, inclusive GR forestry carbon market development                                        | <ul style="list-style-type: none"> <li>• # and % of trained policymakers, public and private sector actors reporting they gained knowledge of key considerations and available support tools to inform legal frameworks</li> <li>• # and % of trained policymakers (ministry staff), public and private sectors reporting they gained knowledge on safeguarding and gender equality</li> <li>• # of CEMA, MOLINA, and Women Union representatives who increased their readiness to participate in the technical meetings/workshops, at the request of government, to develop the policy framework and mechanism for high-quality carbon market</li> </ul> |
| 1120 Increased capacity of government agencies to design, implement and monitor for high-quality, inclusive GR forestry carbon project                                                                                      | <ul style="list-style-type: none"> <li>• # and % of trained government agency staff reporting they gained knowledge to design, implement, and monitor high-quality, inclusive GR forestry carbon projects</li> <li>• # of government agencies reporting on the usefulness of the decision-making tool that we co-develop with them</li> </ul>                                                                                                                                                                                                                                                                                                             |

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| 1210 Improved capacity of national and international private sector actors to develop and implement high-quality, inclusive GR forestry carbon projects                                                                                           | <ul style="list-style-type: none"> <li>• # of private sector actors reporting increased understanding of high-quality carbon market</li> <li>• # of private sector actors reporting on the usefulness of the tools co-developed with them for developing and implementing high-quality forestry carbon projects</li> </ul>                                                                                                         |
| 1220 Improved access by national and international private sector actors to up-to-date information and data to implement high-quality, inclusive GR forestry carbon projects                                                                      | <ul style="list-style-type: none"> <li>• # of international and national private sector actors with access to up-to-date information and data on potential requirements, opportunities, and challenges to implementing high-quality forestry carbon projects</li> <li>• # of international and national private sector actors utilizing data and the information hub for their carbon project design and implementation</li> </ul> |
| 1310 Enhanced capacity of ethnic minority people and local communities, especially women to effectively participate in designing and implementing high-quality, inclusive GR forestry carbon projects and manage forest equitably and sustainably | <ul style="list-style-type: none"> <li>• # and % of trained community members, especially women and ethnic minority people and local communities, reporting they enhanced their understanding on the topic and their ability to take part in and benefit from the project</li> <li>• # of participants from ethnic minority communities (women and men) who participated in the design process of the project pipeline</li> </ul>  |
| 1320 Increased ethnic minority people and local communities's capacity (particularly women) to participate in carbon project through implementation of alternative climate resilient and low emission livelihood model                            | <ul style="list-style-type: none"> <li>• # and % of trained core members of women-led ethnic minority groups who report confidence in their own communication and negotiation skills</li> <li>• # and % of community members, especially men, who report willingness to conform with gender equitable attitudes towards social norms (SADD)</li> </ul>                                                                             |

#### 4. Midline Approaches

**Inclusive and Participatory approaches:** where possible, data collection will be participatory where techniques used for conducting individual interviews, focus group discussions, and observations will make the most use of people's voices and their sharing.

**Transparency:** all members of the assessment team will explain to all participating individuals the purpose of the exercise, how the information will be used, and their right to withdraw their involvement/information at any time.

**Safeguarding:** CARE's safeguarding and PSEA policies and procedures will always be adhered to, and assessment team members will be trained on safeguarding in assessments.

**Triangulation:** the data will be informed and validated by multiple sources and project stakeholders.

**Feminist research methodology and feminist process:** A feminist lens especially positions the advancement of the rights and empowerment of women and girls as central to the research process. This approach ensures that the communities in project areas remain at the center of the assessment. In that sense, their time, their language, and other cultural barriers to their participation will be paid attention in designing the data collection tools and plan.

**Gender sensitivity:** the assessment will ensure that the data collected captures the unique experiences of boys and girls, men and women, and will be reported separately. FGDs will be conducted separately with men and women to capture the specific experiences of men, women, of the relevant age groups. The groups will be divided into two different ethnic groups of the informants: the majority and the minority at each project site.

This midline evaluation will be designed with a strong focus on feasibility.



The evaluation will also take into account operational constraints, including accessibility of project sites, availability of stakeholders, and potential sensitivities around carbon market development. By adopting a focused and adaptive approach, the evaluation aims to generate meaningful insights that are directly usable by the project team, while remaining realistic in terms of resources and capacity.

## 5. Methodology and Data Collection Methods

To achieve the assignment objectives, the midterm review (MTE) will primarily adopt a qualitative, reflective and contribution-oriented approach aligned with the project's current stage of implementation. While implementation has been most advanced under Outcome 1100, the review must also examine: (i) the design, relevance, implementation experience and evidence base of practical community learning through climate-resilient and low-emission livelihood models under Outcome 1300; and (ii) engagement with enterprises in the four project provinces that are subject to greenhouse gas inventory and emission quota requirements under Outcome 1200. Quantitative measurement should be limited to indicators for which credible monitoring data and an appropriate sampling basis already exist.

- Instead, the MTE will focus on strategic reflection at the outcome and policy change level, including a review and refinement of the Theory of Change (ToC) based on emerging evidence and early implementation experience.
- A desk review will be conducted, including project documents, reports from the previous phase, and relevant national and local materials. This will help build an understanding of the project design, progress to date, and inform the identification of key stakeholders for the review.
- Qualitative data collection methods will be prioritized to capture contextual understanding, implementation experience, early contribution signals and gaps in the project's intervention logic. These will include:
  - Key Informant Interviews (KIs): With national and provincial government stakeholders, enterprises in the four project provinces that are subject to greenhouse gas inventory and emission quota requirements, project partners and other relevant institutions engaged in project activities, focusing on relevance, use of project support, readiness, emerging changes and remaining gaps.
  - In-Depth Interviews (IDIs) and Focus Group Discussions (FGDs): With selected community participants, including separate groups where appropriate for women and men and for relevant ethnic or social groups, to examine practical experience with climate-resilient and low-emission livelihood models, learning outcomes, livelihood diversification, changes in dependence on forests, participation, decision-making and gender-related changes.
  - This approach will enable the MTE to provide an evidence-informed assessment of strategic relevance, implementation coherence, early contribution signals and evaluability, and to recommend practical adjustments across all three outcome areas.

### Sampling strategy

- Qualitative method: The sampling will be conducted using a purposeful sampling method. The study will involve all actors including
  - Government agencies and policy makers who are responsible for setting up FCM and across government level
  - Enterprises in the four project provinces that are subject to government requirements on greenhouse gas inventories and emission quotas. Sampling should reflect relevant sectors, enterprise size, ownership type and different levels of readiness or engagement with the project.

- Academia
- Community members with forest-based livelihoods in project areas, including women, men, representatives of ethnic minority communities, community leaders and participants in climate-resilient and low-emission livelihood models.

**Key stakeholders who will engage in the midline evaluation:**

**At national level**

- Department of Forestry and Forest Protection, Ministry of Agriculture and Environment

**At provincial level:**

- Relevant provincial agriculture and environment authorities, including provincial forest protection agencies.
- Relevant forest management boards and other provincial or local institutions engaged by the project.

**At project level**

- Care Vietnam
- CIFOR-ICRAF
- University of British Columbia
- Flinders University
- GAC

## 6. Scope of the study

- The consultant, in collaboration with the Project Manager, MEAL Advisor, Gender Specialist and Carbon Finance Specialist, will lead the evaluation process.
- Key tasks will include reviewing baseline findings and project documentation, adapting existing tools, planning and coordinating data collection, and conducting analysis.
- The team will also facilitate reflection sessions with project staff and partners to validate findings and co-develop recommendations. This participatory approach is essential to ensure ownership of findings and uptake of recommendations.
- The evaluation will integrate gender equality, conflict sensitivity, and political economy considerations throughout all stages of the process.

## 7. Key deliverables

- The evaluation will produce a midline protocol outlining the approach, methodology, and tools to be used.
- Data collection tools will be updated and adapted from the baseline to ensure consistency and efficiency.
- The evaluation will produce cleaned datasets and analysis outputs, as well as a presentation of key findings to project stakeholders.
- A comprehensive midline evaluation report will be produced, integrating findings from the evaluation. The report will include updated PMF values where relevant and provide clear, actionable recommendations.
- An impact brief to share with donor and key stakeholders
- A management response with facilitation of Evaluator and MEAL team for adaptation in the next phase

## 8. Timeframe

**Note: The estimated number of working days is based on an individual consultant. This assignment can be completed either individually or by a team of two members. However, the**



supporting team member's working period should not exceed 15 days. Considering the cost-effectiveness and efficiency of the MTR, the consultant should maximize the use of remote/online KII interviews where appropriate.

| Deliverables                                     | Duration<br>(# of days) | Tentative<br>timeframe                 |
|--------------------------------------------------|-------------------------|----------------------------------------|
| 1. Inception report                              | 01                      | 1 <sup>st</sup> week of September 2026 |
| 2. Finalized Data Collection Tools               | 02                      | 2 <sup>nd</sup> week of September 2026 |
| 3. Data collection on field and workshop         | 06                      | 4 <sup>th</sup> week of September 2026 |
| 4. Cleaned Datasets, Codebook and Analysis Files | 05                      | 4 <sup>th</sup> week of September 2026 |
| 5. Presentation of Preliminary Findings          | 01                      | 2 <sup>nd</sup> week of October 2026   |
| 6. Draft Midline Evaluation Report               | 02                      | 3 <sup>rd</sup> week of October 2026   |
| 7. Final Midline Evaluation Report               | 02                      | 1 <sup>st</sup> week of November 2026  |
| 8. Impact Brief                                  | 01                      | 1 <sup>st</sup> week of November 2026  |
| <b>Total</b>                                     | <b>20</b>               |                                        |

## 9. Roles and Responsibilities

### Consultant

**Conduct a Desk Study:** Perform a thorough review of all relevant documents.

**Execute the MTE and produce the required reports:** Conduct the midline strategic review and prepare all deliverables in accordance with these Terms of Reference (ToR).

**Stakeholder presentation:** Present preliminary findings to core stakeholders, including partners and selected community and private sector representatives, to facilitate validation and refine practical recommendations.

**Coordination with project teams:** Work in close coordination with the project team, led by the CARE

Project Manager(s) and the MEAL team from Vietnam and Canada.

The contract will be a deliverables-based contract, and final payment will be contingent on receiving the agreed deliverables in their final versions, meeting acceptable quality standards from CARE.

**Evaluation criteria for selection of the consultant:**

| <b>Administrative eligibility and technical evaluation criteria</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative eligibility: CARE due diligence                      | Pass/fail: The consultant/firm must pass CARE's due diligence and must not be subject to exclusion or ineligibility under CARE requirements.                                                                                                                                                                                                              |
| Administrative eligibility: conflict of interest                    | Pass/fail: Disclosure of any actual, potential or perceived conflict of interest. Previous experience with CARE is not required and does not receive additional technical marks.                                                                                                                                                                          |
| Administrative eligibility: legal and tax status                    | Legal status <ul style="list-style-type: none"> <li>- Evidence of Tax Compliance Certificate for firms</li> <li>- TIN Certificate for Individual Consultants (Yes / No)</li> </ul>                                                                                                                                                                        |
| Understanding of the assignment and C4G context                     | Demonstrates a clear understanding of the strategic-review purpose, the project's stage of implementation, public-facing sensitivities, the three outcome areas, and the need to assess contribution pathways rather than overstate achieved results. (10 marks)                                                                                          |
| Evaluation design and methodology                                   | Clarity, feasibility and methodological rigour of the proposed qualitative and mixed-evidence approach, including contribution analysis, Theory of Change review, purposive sampling, triangulation, stakeholder-sensitive facilitation, and an evaluability assessment of PMF indicators. (20 marks)                                                     |
| Team composition and relevant technical expertise                   | The proposed team demonstrates complementary expertise in evaluation/MEAL, forestry and forest governance, carbon markets or forest carbon, gender equality and feminist evaluation, engagement with ethnic minority people and local communities, private sector engagement, and Vietnamese policy and institutional analysis. (20 marks)                |
| Relevant assignment experience                                      | Demonstrated experience leading comparable strategic reviews or evaluations in Viet Nam, preferably involving forestry, climate finance/carbon markets, policy influence, institutional capacity strengthening, community participation and private sector engagement. Experience with INGOs, bilateral donors or UN agencies is an advantage. (15 marks) |
| Quality of relevant work samples                                    | Quality, analytical depth, clarity and usability of one or more relevant evaluation or strategic-review reports. (10 marks)                                                                                                                                                                                                                               |
| Workplan, staffing and quality assurance                            | The workplan is realistic, meets the required timeframe, allocates adequate senior technical inputs, includes quality assurance and ethical/safeguarding measures, and can accommodate reasonable adjustments without compromising quality. (10 marks)                                                                                                    |

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| Financial proposal | Reasonableness, completeness and value for money of the financial proposal, with clear alignment between costs, level of effort and deliverables. (15 marks) |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Payment schedule:

Payment will be made upon satisfactory completion and acceptance of all agreed deliverables by the program team. The proposed financial budget must clearly state all applicable taxes and comply with prevailing Vietnamese tax regulations. Payment will be made 100% upon completion of the assignment, unless otherwise agreed in the contract.

### 10. Responsible Data Management, Safeguarding, and Data Ownership

Consider the following elements:

- Informed consent will be obtained from every person participating in the evaluation process. If children are participating, informed consent will be obtained from their parent/carer giver.
- Referral pathways are identified and documented, informing CARE staff/partners how to respond to any disclosure of misconduct, or abuse, committed by CARE staff and/or partners as part of the delivery program, or within the community. Prior to undertaking a baseline, staff must be informed of how to recognize a disclosure of a safeguarding concern and to whom to report.
- Quantitative datasets, where applicable, will be provided to the consultant for analysis if data collection is facilitated by CARE Vietnam. All personal or identifying information must be removed or appropriately pseudonymized before analysis and transfer.
- Qualitative textual datasets or transcripts must be anonymized unless explicit, informed and documented permission has been obtained from the participant to retain identifying information. Any such permission must be submitted with the dataset.
- CARE must be provided with the final version of all surveys, interview guides and other tools used during the midline process. Questions should be numbered consistently with variable labels in the final datasets.
- In the case of tabular datasets, variable names and variable labels should be clear and indicative of the data that sits under them. Additionally, the labelling convention must be internally consistent, and a full codebook/data dictionary must be provided.
- All temporary or dummy variables created for the purposes of analysis must be included in the datasets. All output files including calculations, and formulas used in analysis, should be provided along with any Syntax developed for the purposes of cleaning.
- All datasets should be submitted in one of CARE's acceptable formats:

| Type of data                         | Acceptable formats                                                                                                                                                                   |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tabular data with extensive metadata | <ul style="list-style-type: none"> <li>• Formats of statistical packages: SPSS (.sav), Stata (.dta), MS Access (.mdb/.accdb)</li> <li>• SPSS portable format (.por)</li> </ul>       |
| Tabular data with minimal metadata   | <ul style="list-style-type: none"> <li>• tab-delimited file (.tab)</li> <li>• delimited text with SQL data definition statements</li> <li>• comma-separated values (.csv)</li> </ul> |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | <ul style="list-style-type: none"> <li>delimited text (.txt) with characters do not present in data used as delimiters</li> <li>widely used formats: MS Excel (.xls/.xlsx), MS Access (.mdb/.accdb), dBase (.dbf), OpenDocument Spreadsheet (.ods)</li> </ul>                                                                                                                           |
| Geospatial data vector and raster data | <ul style="list-style-type: none"> <li>ESRI Shape file (.shp, .shx, .dbf, .prj, .sbx, .sbn)</li> <li>Geo-referenced TIFF (.tif, .tiff)</li> <li>CAD data (dwg)</li> <li>Geography Markup Language (.gml)</li> <li>ESRI Geodatabase format (.mdb)</li> <li>MapInfo Interchange Format (.mif) for vector data</li> <li>binary formats of GIS and CAD packages</li> </ul>                  |
| Textual data                           | <ul style="list-style-type: none"> <li>Hypertext Mark-up Language (html)</li> <li>Widely used formats: MS Word (doc/docx)</li> <li>Rich Text Format (.rtf)</li> <li>Plain text, ASCII (.txt)</li> <li>Extensible Mark-up Language (.xml) text according to an appropriate Document Type Definition (DTD) or schema</li> </ul>                                                           |
| Image                                  | <ul style="list-style-type: none"> <li>JPEG (jpeg, .jpg, .jp2) if originally created in this format</li> <li>GIF (.gif)</li> <li>TIFF other versions (tif, .tiff)</li> <li>RAW image format (.raw)</li> <li>Photoshop files (.psd)</li> <li>BMP (.bmp)</li> <li>PNG (.png)</li> <li>Adobe Portable Document Format (PDF/A, PDF) (.pdf)</li> <li>TIFF 6.0 uncompressed (.tif)</li> </ul> |
| Audio                                  | <ul style="list-style-type: none"> <li>Free Lossless Audio Codec (FLAC) (.flac)</li> <li>MPEG-1 Audio Layer 3 (mp3) if originally created in this format</li> <li>Audio Interchange File Format (.aif)</li> <li>Waveform Audio Format (.wav)</li> </ul>                                                                                                                                 |
| Video                                  | <ul style="list-style-type: none"> <li>MPEG-4 (mp4)</li> <li>OGG video. (ogv, .ogg)</li> <li>motion JPEG 2000 (.mj2)</li> <li>AVCHD video (.avchd)</li> </ul>                                                                                                                                                                                                                           |

### Requisites for Evaluators presenting a Proposal for these Terms of Reference

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to [procurement1@care.org.vn](mailto:procurement1@care.org.vn) before 5PM on **26<sup>th</sup> August 2026**.

#### NOTE:

- The Technical proposal should not exceed **10 pages**.
- Please do not submit files larger than **30MB** or files in **RAR format**. CARE accepts compressed files in **ZIP format**.

1. A detailed description of the overall evaluation design, in accordance with the ToR
2. Schedule of key activities preferably in a format such as a Gantt chart.
  - a. A specific action for primary data collection work, indicating resources required
3. Detailed budget including a reasonable detail of the budget required to cover all costs associated with the evaluation. Make sure to include the evaluator's fees of both international or local evaluation team (lead evaluator, technical experts, enumerators, translators, drivers, etc.), international and local travel, in-country lodging, and per diem, materials, or any other related costs (e.g., translators of the report, meeting rooms for presentations, etc.)
4. Description of the evaluation team, with roles and responsibilities of the team leader, supervisory chain, and other core members of the evaluation team.
 

If the evaluation team plans to include staff that have been involved in the design, implementation, or monitoring of the project/initiative/program to be evaluated, please describe the expected roles these staff would play.

Include the Updated CV of the Team Leader and other core members of the Evaluation Team.
5. A profile of the team/consulting firm.
6. (Optional) A sample report of an evaluation the evaluator or evaluator team has conducted.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

*Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new consultant/supplier understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.*