

TERM OF REFERENCE

Project Completion Evaluation

INCLUSION IIB

Contents

I. INTRODUCTION	3
1.1. Organization and project background	3
1.2. Project Summary	3
1.3. Rationale of the assessment	4
II. PURPOSE OF THE EVALUATION	5
2.1. General objective	5
2.2. Key evaluation questions	5
III. METHODOLOGY	5
3.1. Methodology design.....	5
3.2. Sources of Data and Data collection methods	6
3.3. Sampling strategy.....	6
3.4. Data analysis and reporting.....	7
3.5. Ethical Considerations	7
3.6. Limitations	8
IV. ROLES & RESPONSIBILITIES.....	8
4.1. Resource Persons and Stakeholders.....	8
4.2. Consultant Team	9
V. DELIVERABLES & TIMELINES	10
Deliverables:.....	11
VI. BUDGET & LOGISTICS.....	12
6.1. Logistics	12
6.2. Budget.....	13
VII. APPLICATION PROCEDURE	13
VIII. EVALUATION PROCEDURE.....	14
IX. HI ETHICAL STATEMENT	15

I. INTRODUCTION

1.1. Organization and project background

Humanity & Inclusion (HI), also known as Handicap International, is a Nobel Peace Prize-winning, international NGO working in situations of poverty and exclusion, conflict and disaster. Building on over 40 years of experience, HI works alongside people with disabilities and vulnerable populations to meet their basic needs, improve their living conditions and promote respect for dignity and fundamental rights. In 2022, HI had a global income of 255 million euros and implemented 460 projects in 50 countries across Africa, Asia, the Middle East and Latin America.

HI started implementing economic inclusion projects in 1992. The current portfolio spans 83 projects with a budget of € 22 million for 2023. At HI, Economic inclusion refers to a goal and a process aiming at ensuring equitable and meaningful participation in socio-economic life and access for all to economic opportunities, services, and resources. With 25 years of experience in empowering vulnerable individuals and persons with disabilities to participate in the economic life of their community, HI has developed significant expertise in areas such as livelihoods, ultra-poverty alleviation, wage and self-employment, skills development, technical and vocational training, and financial inclusion.

HI has been working in Vietnam for 35 years and has implemented projects in most disability-related areas, ranging from rehabilitation (orthopedic workshops, spinal cord injury) to health and prevention (mother and child health), and inclusion (education, social and economic inclusion, community-based rehabilitation/inclusive development). The projects' beneficiaries include different people in need and consider the intersection of gender, age, residence (urban/rural) as well as types and causes of disability.

1.2. Project Summary

In 2019, USAID/Vietnam and the Vietnam Ministry of National Defense (MND) committed to supporting persons with disability in provinces sprayed with Agent Orange in Vietnam. Investment for a five-year Project from 2021-2026, entitled "INCLUSION", has been approved by the Prime Minister in July 2021. The INCLUSION is comprised of 03 Activities operating in different provinces of Vietnam. Inclusion II-b (the project) is one of the Activities with the overall goal to improve the quality of life of Persons with Disabilities in provinces heavily sprayed with Agent Orange. Inclusion IIb is a four-year Project, running from February 2023 to December 2026, funded by the United States Agency for International Development (USAID) and now managed by the Department of State (DoS), US Embassy, Vietnam. Binh Dinh and Kon Tum, 2 provinces heavily sprayed with Agent Orange. It is to be noted that from July 1st, as part of a larger administrative reform, these two provinces have merged with other ones and therefore do not exist anymore as such. The new provinces are **Gia Lai** (including the former province of Binh Dinh) and **Quang Ngai** (including the former Kon Tum).

To do so, the Project bases on three pillars: Expand rehabilitation services (Objective 1), Expand social services (Objective 2), and Enforce disability policies (Objective 3). The project is implemented through a comprehensive, multi-sectoral, multi-disciplinary "Twin-Track" approach that combines direct services (rehabilitation and social services) with a supportive legal, policy and institutional environment. Under its first Objective (expand rehabilitation

services), the project improves quality and access to multidisciplinary rehabilitation services, strengthens rehabilitation workforce, improves rehabilitation financing, enhances information management system and strengthens governance. The second Objective consists of providing home-based care, social support, and mental health, as well as strengthening the skills of care givers. The activities also improve independent living skills (renamed 'support to improve quality of life') and social inclusion of the project's beneficiaries. It also strengthens response mechanisms to gender-based violence (GBV). Activities under the third Objective aim at enhancing the promotion, implementation and monitoring of disability policies, both at national and local levels. This objective also supports removing physical and social barriers.

Table 1: Inclusion II-b project objectives and indicative targets

Objective	Key results / indicative targets
Objective 1: Expand rehabilitation services	5029 persons with disabilities received rehabilitation services; 75% improved daily-living function; 16 rehabilitation units applying the multidisciplinary approach; 400 rehabilitation workforce members trained.
Objective 2: Expand social services	4119 persons with disabilities received home-based/institutional/psychological care with improved outcomes; 4141 family members and caregivers trained in care skills; independent-living and social-inclusion skills improved for 75% of participating persons with disabilities; provincial GBV response mechanism established in both provinces.
Objective 3: Improve disability policies	2 provincial rehabilitation action plans developed; at least 300 persons with disabilities/caregivers received free legal aid.

The project is being implemented by HI Vietnam from February 2023 to December 2026 through a partnership approach, (i) with four (04) local organizations (ACDC, CRS, The International Center (IC) and MCNV) focusing on Objective 1 and Objective 2, who specialize in providing rehabilitation and social services to children and adults with disabilities, their families and the service network which supports their inclusion across all aspects of daily life; and (ii) with provincial departments under Ministry of Health and OPDs on policies and service management on disability of Objective 3.

1.3. Rationale of the assessment

The project is now in the last year of implementation; and HI Vietnam needs to conduct the project completion evaluation. The overall objective of the evaluation is to assess the level of achievement of the set results and the quality of the Project and draw the necessary learning for similar actions in the future. As set out in HI's Monitoring, Evaluation and Learning (MEL) system, this final evaluation is intended to complement an internal, HI-led evaluation of progress toward the objectives, and will assess the overall achievement of project objectives and provide key recommendations for the long-term viability of the results, in line with donor's evaluation policy and reporting requirements. The evaluation will serve accountability purposes toward the Donor, the Government of Vietnam and project participants, and learning purposes for HI, its sub-awardees, and the broader rehabilitation

and disability-inclusion sector in Vietnam, including to inform potential follow-on programming.

HI Vietnam is seeking an Evaluation Team to conduct the evaluation as mentioned above (the evaluation). The objectives and scope of work for the evaluation are described in the following sections.

II. PURPOSE OF THE EVALUATION

2.1. General objective

The evaluation will draw on the following evaluation criteria to assess the level of the Project's progress and quality: (1) Relevance (Needs, context, lessons learned), (2) Effectiveness, (3) Efficiency (Skills, optimization, responsiveness), and (4) Change (Effects, continuity, empowerment), complemented by the cross-cutting considerations of gender, disability inclusion and localization and capacity strengthening and overall contribution of the Inclusion IIb Project toward improving the Quality of Life (QoL) of Persons with Disabilities (PWDs). The evaluation will utilize the findings to highlight lessons learned and provide recommendations to the Donor, Project Owner and other stakeholders.

2.2. Key evaluation questions

The Evaluation Team shall refine and finalize the detailed evaluation questions during the inception phase, building upon the core project evaluation criteria and the following overarching questions:

- What have been the most significant changes for persons with disabilities and their families that can reasonably be attributed to the project's interventions?
- Which interventions are most likely to continue after project completion, and what factors will influence their sustainability?
- To what extent have investments in workforce development translated into improved quality and utilization of rehabilitation and care services?
- Which implementation approaches adopted by the partnership proved most effective, and what could be improved in future programming?

III. METHODOLOGY

3.1. Methodology design

The evaluation shall use a mixed-methods approach of qualitative and quantitative in combination with literature review in carrying out this evaluation to achieve the objectives as mentioned above. The methodology must be participatory, inclusive of diverse beneficiary groups, disability-sensitive, ethical and ensure confidential handling of data.

The evaluation will be carried out in Hanoi, Gia Lai and Quang Ngai provinces, tentatively from October to December 2026, through in-person or online discussion in addition to collecting information from all key stakeholders (including HI Operation Team, Sub-recipients, sub-national partners, beneficiaries, the Department of State (DoS), and Project Advisory Committee members) of the project, and will include site visits to a purposive

sample of rehabilitation units, physical rehabilitation centers, and social-service delivery sites in Gia Lai and Quang Ngai provinces.

3.2. Sources of Data and Data collection methods

Data will be collected from, but not limited to, the following sources:

- **Documents, including but not limited to:** Project proposal and Theory of Change, annual and quarterly reports, provincial action plans, and other related documents.
- **Quality of Life** baseline and endline dataset,
- **Beneficiaries database;**
- **Qualitative data collection and analysis:** The evaluation shall include (i) Key Informant Interviews (KIIs) with HI leadership and technical staff, sub-recipients (management and technical staff), Provincial DOH, and health facilities;; (ii) Focus group discussions (FGDs) with adult Persons with Disabilities, children with disabilities (with age-appropriate methods), caregivers, rehabilitation and care practitioners, social workers; and (iii) Case studies with at least 6–8 in-depth beneficiary case studies, examples of system-level change, and policy influence cases.

The Evaluation Team will propose and agree with HI on data collection and analysis tools.

The Evaluation Team must also take into account ethical considerations to ensure informed consent, protect confidentiality of PWD profiles, apply safeguarding principles, use accessible tools (sign language, simplified formats where needed), and avoid harm and retraumatization. The Evaluation Team will be responsible for protecting the privacy of the participants and maintaining the confidentiality of data and information being collected. All data collection tools and the overall methodology must comply with HI's and DoS ethical standards for research involving persons with disabilities, including informed consent procedures adapted to different communication needs, child safeguarding, and protection from sexual exploitation, abuse and harassment (PSEAH).

3.3. Sampling strategy

The Evaluation Team is expected to design and implement a mixed-methods sampling strategy that integrates both quantitative and qualitative approaches to ensure robust and triangulated findings.

Quantitative Component

The Evaluation Team shall draw a stratified random sample of project beneficiaries using available monitoring data. The sampling approach must ensure adequate representation across key characteristics to allow for disaggregated descriptive analysis. Stratification criteria shall include:

- Geography: Coverage of both provinces Gia Lai (former Binh Dinh) and Quang Ngai (former Kon Tum)
- Demographics: Inclusion of children and adults, and balanced representation of male and female beneficiaries (sex-disaggregated).
- Disability profile: Diversity in disability types (physical disability, mental disability, intellectual disability etc.).
- Beneficiary categories: PWDs, including AOVs, caregivers, service providers etc.

- Intervention types: Beneficiaries who received rehabilitation (PT, OT, ST, AD/ATs), psychological/ mental health support, and social services.

Qualitative Component

The Evaluation Team shall apply purposive sampling to select information-rich participants for in-depth insights. Participants selection should reflect diversity in geography, service type, and levels of engagement with the project, focusing on:

- Partners: National and local level partners (provincial authorities, and sub-recipients).
- Beneficiaries: PWDs, caregivers, service providers

The Evaluation Team is expected to apply appropriate sampling rigor, clearly document sampling decisions and limitations, and ensure the approach supports meaningful interpretation of both outcomes and contributing factors. The Evaluation Team will develop a proposed sampling strategy and sample size in consultation with HI. The sampling approach and size will be finalized and submitted to HI for review and approval.

3.4. Data analysis and reporting

Data collected from both the desk review and fieldwork in two provinces — **Gia Lai and Quang Ngai** are expected to be systematically reviewed and analyzed. The analysis should aim to **triangulate findings with available secondary data**, such as provincial statistics, administrative records, and previous studies, to strengthen the validity of conclusions and highlight remaining information gaps. The analysis also should allow for comparisons between pre-and-post intervention changes, when data is available. Analysis should be disaggregated by sex, age, disability type/severity, and location, consistent with the project's disability-, gender- and age-inclusive (DGA) approach.

Two **reports** are expected to be submitted for review and feedback before finalization, including one Project Completion Report and one Quality of Life Report. The **final reports** should capture in findings, conclusions and recommendations (FCR) matrix proposed by the Evaluation Team and in presentation slides to present to HI and other stakeholders. The report structure will follow the **template provided by HI**.

The final report must be produced in two versions, one version in Vietnamese and one version in English, using clear and formal language. The report must clearly present findings, conclusions, and recommendations, with transparent evidence and exclusive of advocacy language. The report must be submitted in editable Word format. All data, graph/chart must be submitted in editable Excel format. The final report must be accompanied by a 2-page executive summary suitable for public dissemination. Final payment is conditional upon HI's validation of the final evaluation report against the quality standards set out in HI's evaluation report checklist, and not solely on its submission; validation is independent of the findings or conclusions reached in the report.

3.5. Ethical Considerations

The assessment is expected to follow ethical standards for research involving vulnerable groups. Informed consent should be obtained from all participants, with assurances of

confidentiality and voluntary participation. Special attention may be given to accessibility and sensitivity in the design and conduct of interviews.

3.6. Limitations

The assessment may encounter certain limitations that may affect the timeline, coverage, and comprehensiveness of findings. These should be anticipated and addressed as much as possible during the planning and implementation process.

Administrative and Timing Constraints

Additional time may be required to obtain official permissions and approvals from relevant provincial and district authorities before data collection can begin. This process could influence the overall schedule and may limit the duration available for fieldwork. In some cases, the timing of data collection might also coincide with local events or administrative transitions, potentially affecting access to respondents or stakeholder availability.

Representativeness of Participants

As the assessment will employ qualitative methods with a relatively small number of interviews in each province, the findings may not fully represent the diversity of persons with disabilities (PwDs) across gender, age groups, types of disabilities, and living conditions. Some groups, especially those with severe impairments or living in remote areas, may be underrepresented due to access and communication barriers.

Data Triangulation and Reliability

Given the limited scope and qualitative nature of the assessment, opportunities for triangulating findings with reliable secondary data may be constrained. Existing administrative and statistical data on PwDs are often incomplete or inconsistent across provinces, which may affect the validation of qualitative findings and the comparability of information between locations.

IV. ROLES & RESPONSIBILITIES

4.1. Resource Persons and Stakeholders

Within the scope of the assignment, the Evaluation Team will be expected to collaborate and coordinate with:

- HI Vietnam project team (Chief of Party, Deputy Chief of Party, Senior MEAL Officer, Rehabilitation Specialist, Economic Inclusion Specialist)
- Sub-awardees: The International Center (IC), Medical Committee Netherlands-Vietnam in Vietnam (MCNV), Catholic Relief Services (CRS), Action to the Community Development Institute (ACDC)
- Provincial Departments of Health (DOH) and MDTs at provinces
- Vietnam Association for Victims of Agent Orange/Dioxin (VAVA) and Vietnam Federation of Disabilities (VFD)
- Project Advisory Committee members, including the National Action Center for Chemical and Environmental Treatment (NACCET) and Disability Information System (DIS) focal points
- Organizations of persons with disabilities (OPDs) and project participants (persons with disabilities and their families) in Gia Lai and Quang Ngai

4.2. Consultant Team

The Evaluation Team is expected to consist of individuals working across evaluation management, technical knowledge (public health, medical, rehabilitation and care, disability sector, social inclusion and livelihood), data collection and analysis. The Evaluation Team will work together with HI, and in coordination with HI in working with the project's stakeholders and partners.

The Evaluation Team will develop the evaluation protocol in consultation with HI, and will ensure the use of the standard, validated tools and sampling strategy as required by the project.

Minimum Requirements for Key Personnel:

- Master degree in public health, disability and or data analysis and other relevant fields
- At least 8–10 years of experience designing and conducting baseline surveys, evaluations and data analysis for learning/documentation for non-governmental organizations (NGOs), ideally including USAID-funded awards;
- Having good quantitative and qualitative data analytics skills;
- Excellent oral communication skills and the ability to deliver high quality written reports in English, and the ability to work with Vietnamese-speaking stakeholders (own or contracted interpretation/translation support);
- Substantive knowledge of disability inclusion, the rights-based approach (UN CRPD), and ideally of rehabilitation service systems and/or community-based rehabilitation;
- Familiarity with gender-, disability- and age-inclusive (GESI/DGA) programming and, ideally, gender-based violence prevention and response approaches;
- Working knowledge of USAID evaluation policy, monitoring and reporting requirements, and data quality standards;
- No conflict of interest with HI or any Inclusion IIb sub-awardee (e.g., no prior direct implementation role on this project);
- Demonstrated commitment to ethical research practices involving persons with disabilities, including safeguarding and protection from sexual exploitation, abuse and harassment (PSEAH);
- Demonstrable experience in producing high-quality, credible evaluations and documentation.
- The ability to communicate with diverse groups of people respectfully and effectively;
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders;
- Good experience in contributing to high quality assessment processes.
- Prior experience conducting fieldwork in Vietnam or a comparable Southeast Asian context is an asset.
- The applicant (organization and team members) must have no current or prior role as a prime recipient, sub-awardee, or implementing partner across the INCLUSION to ensure strict objectivity and avoid conflicts of interest.

The Evaluation Team will ensure that all individuals who collect and process data are well-trained on how to complete the data collection forms. The Evaluation Team will make

adequate available time for the assessment to achieve the milestones and deliverables in time (as mentioned below in the table “Timeline and deliverables”).

The team will develop inception report, design data collection tools, conduct fieldwork, analyze data, present preliminary findings, produce draft and final reports. HI will facilitate access to documents and data, coordinate stakeholder introductions, and support field arrangements. The Evaluation Team will be selected based on adequate skills, experience, and qualifications.

V.DELIVERABLES & TIMELINES

No	Milestones	Tentative Date ¹	Purposes
1.	Kick-off Meeting with HI	1st week after contract signing	• Introductions • Finalization of the scope of work; • Confirm expected deliverables and timelines
2.	Desk Review	2nd – 3rd week	• Review all existing related dataset, reports and documents
3.	Inception report and In-brief PPT with HI and Partners	4th week	• The evaluation protocol will be ready for presenting to HI and its partners, including: ○ Elaboration on the methodology and approach, including assessment design, methods, data collection tools and guidance; ○ Workplan and staffing plan; ○ Limitations of the assessment and Mitigation Strategies • Finalize the inception report, and submit it to HI
4.	Data collection arrangement	5th to 6th weeks	• Wait for permission from the provinces. • Collaborate with HI in arrangement with stakeholders for data collection
5.	Data collection	7th to 8th weeks	• Collect the data in two provinces
6.	Data Analysis and Draft report	9th to 10th week	• Data is analyzed • Brief to HI on the progress and preliminary results via a PowerPoint debrief of preliminary findings to the Consortium Management Committee and DoS, immediately following fieldwork • Submit the 1st version of the report to HI and stakeholders
7.	Validation Workshop	11th week	• Present initial findings from data analysis • Get feedback from HI and stakeholders
8.	Final Reports	12th week	• Finalize the reports • Send the final reports to HI

¹ The specific dates of deliverables will be updated in the Inception Report.

No	Milestones	Tentative Date ¹	Purposes
9.	Clean Dataset	With final report	Clean, documented dataset(s) and any survey tools/transcripts used, submitted per HI data management and protection requirements

The number of days for the Evaluation team to complete the assessment is anticipated to be around 90 days.

Deliverables:

The Evaluation Team is expected to submit the following Deliverables:

- **Inception report:**

The Inception Report must be in English, with the main text of 20-25 pages, excluding annexes, and should include but is not limited to the following main items:

- Front page
- A list of acronyms and abbreviations
- Table of contents
- Executive Summary
- Introduction & Evaluation Purpose
- Evaluation Objectives and Key Questions
- Evaluation Scope, Approach and Methodology
- Sampling Strategy & Data Collection Methods
- Analysis Plan
- Ethical Considerations
- Limitations and Mitigation Measures
- Workplan and Timeline
- Team Composition and Responsibilities
- Deliverables
- Annexes
- **Clean Dataset Package:** Clean quantitative dataset(s), Qualitative transcripts and/or interview notes, Data dictionary/codebook.
- **Reports:**
 - ***Project Completion Evaluation Report***

The Draft Project Completion Evaluation Report must be in English, with main text should not exceed 50 pages, excluding annexes, and should include but is not limited the following main items:

- Front page
- A list of acronyms and abbreviations
- Table of contents
- Executive Summary
- Introduction and Background
- Evaluation Purpose and Methodology

- Project Overview
- Project achievements & findings
- Analysis on relevance, effectiveness, efficiency, and change
- Lessons Learned and good practices based on the findings
- Conclusions
- Actionable Recommendations for CRSHI and Sub-recipients, NACCET, DOS, and DoH
- Annexes

The Final version must be produced in two versions, one version in Vietnamese and one version in English, using clear and formal language. The report must clearly present findings, conclusions, and recommendations, with transparent evidence and exclusive of advocacy language. The report must be submitted in editable Word format. All data, graph/chart must be submitted in editable Excel format.

▪ ***Quality of Life Survey Report***

The Draft Report must be in English, with main text of 30-40 pages, excluding annexes, and should include but is not limited the following main items:

- Front page
- A list of acronyms and abbreviations
- Table of contents
- Executive Summary
- Report Purpose and Methodology
- Survey Methodology
- Main achievements & findings
- Conclusions and Recommendations
- Annexes

The Final version must be produced in two versions, one version in Vietnamese and one version in English, using clear and formal language. The report must clearly present findings, conclusions, and recommendations, with transparent evidence and exclusive of advocacy language. The report must be submitted in editable Word format. All data, graph/chart must be submitted in editable Excel format.

VI. BUDGET & LOGISTICS

6.1. Logistics

The following support will be provided to the Evaluation team by HI:

- Transport, accommodation, meals, and other logistical considerations to be coordinated by the Evaluation team.
- Interviews and meetings with relevant stakeholders at the project site will be coordinated by HI and local implementing partners.
- Provide list of implementing partners and related work plans, progress reports and technical deliverables necessary for the Evaluation team.
- Review and provide feedback on the assessment design (methodology & approach), plans, data collection tools, templates, and other related items;

- Validate and provide feedback on the data analysis results and reports

The Evaluation team will report to the MEAL Officer within HI Vietnam. During the assignment the Evaluation team will nominate a focal point for coordination with HI. The Evaluation team will work closely with the MEAL Officer / Regional MEAL Manager to ensure consultancy activities remain fit for purpose and to address and issues as they arise. If required the Evaluation team may also be required to interact with the donor, implementing partners and other technical, advisory or management staff within HI. This will be coordinated through the HI Vietnam team.

6.2. Budget

The estimated budget ceiling for this consultancy is equivalent to USD \$24,000. The financial proposal should cover all costs necessary to deliver the services and deliverables described above (domestic transportation, accommodation, interpretation/translation, data-collection tools/software, communications, printing, and any applicable tax such as VAT or withholding tax).

Please note that no per diem/travel allowance will be paid to the Evaluation Team outside the agreed financial proposal, and the Evaluation Team is responsible for their own travel insurance and security arrangements within Vietnam.

Final payment is conditional upon HI's validation of the final evaluation report against the quality standards set out in HI's evaluation report checklist, and not solely on its submission; validation is independent of the findings or conclusions reached in the report.

VII. APPLICATION PROCEDURE

HI will consider applications from Individual Consultants working in a team, consultancy agencies, NGOs and INGOs and academic institutions.

Interested parties are requested to submit the proposal in English, including:

Technical proposal:

- Expression of Interest
- A copy of business license (if any)
- Company profile (if any)
- A concise technical proposal
- A tentative work plan.
- Curriculum vitae (CVs) demonstrating relevant capacity and experience.
- Minimum 02 references for similar assignment
- Example of previous similar work {weblink or portable document format (PDF)}

Financial proposal:

Propose assessment fee with a detailed breakdown of the daily rate in Vietnam dong, including tax (VAT/PIT) and travel-related expenses.

Method for submission:

- Proposals should be duly signed, stamped (if any) and submitted to HI's email: procurement@vietnam.hi.org

- Closing date for submission: 30 September 2026

Consultants may request clarification on any part of these Terms of Reference before 15 September 2026. Requests must be sent by email to HI's email above with the subject line "Inclusion IIb Final Evaluation Consultancy." HI will respond by standard electronic means to all consultants who submit a clarification request.

VIII. EVALUATION PROCEDURE

Proposals will be assessed by a Selection Committee in two phases:

Phase 1: Administrative selection

The committee will first verify completeness of the application and confirm that all compulsory documents listed above are included. Incomplete applications will not proceed to technical review.

Phase 2: Technical and financial selection

Applications that pass administrative screening will be scored on: the quality and rigor of the proposed methodology; the consultant's relevant experience and qualifications; the competitiveness and realism of the financial proposal; the proposed timeline; and demonstrated understanding of disability-inclusive and gender-sensitive evaluation practice. Shortlisted consultants may be invited to an interview (online or in person).

HI reserves the right to contact applicants for additional information or clarification prior to final selection. Only the selected consultant will be contacted after the interview stage.

[Selection Criteria / Evaluation of Proposals](#)

Criteria	Score
1. Technical Proposal	80%
1.1. Understanding of the assignment and methodology: • Understanding of the project context and evaluation objectives • Appropriateness and rigor of the proposed methodology • Sampling and data analysis approach • Risk management and quality assurance measures	30%
1.2. Relevant experience of the firm/consultant: • Experience conducting project evaluations • Experience in disability inclusion and rehabilitation programmes • Experience with donor-funded projects (USAID, DoS, EU, DFAT, etc.) • Experience working in Vietnam or similar contexts	20%
1.3. Qualifications of the proposed evaluation team: • Team leader qualifications and experience • Technical expertise of team members • Quantitative and qualitative evaluation skills • Report writing and facilitation skills	25%

1.4. Workplan and feasibility: • Realistic timeline • Adequacy of staffing and resource allocation	5%
2. Financial Proposal - Cost-effectiveness - Value for money - Consistency between budget and proposed methodology	20%

Note: Only proposals achieving at least 70% of the technical score will proceed to financial evaluation.

IX. HI ETHICAL STATEMENT

HI's mandatory policies applicable to all goods/services delivered to HI Vietnam include:

- HI's Code of Conduct
- HI Child Protection Policy
- HI Anti-Fraud, Bribery and Corruption Policy
- HI Policy on Protection of Beneficiaries from Sexual Exploitation, Abuse and Harassment (PSEAH)
- HI Good Business Regulation

The consultant is expected to sign and comply with these policies as a condition of the contract.