

## TERMS OF REFERENCE

### Monitoring & Evaluation Consultant

---

#### Background

---

The Regional Biotrade Project in South East Asia is a four-year project funded by the Government of Switzerland through the State Secretariat for Economic Affairs (SECO). The program began with a preparatory inception phase in September 2016 which was completed in April 2017 and is now in the final months of the current phase, with extension until August 2024 anticipated. The objective of the project is *conservation of biodiversity through sustainable trade of natural ingredients in a manner that increases the competitiveness of local exporters/producers and the livelihood benefits (income and jobs) of rural women and men.*

Implementation is managed by three HELVETAS Swiss Intercooperation country programs in Myanmar, Vietnam and Laos, supported by a regional programme management unit (PMU). The project uses the Market Systems Development approach to analyse and develop interventions, facilitating the growth of the Biotrade business model and the sustainable local structures and support services it needs to flourish. To achieve this, the project works with a mix of private companies trading and exporting biodiversity products, public and private sector business support service providers, relevant levels of government and other stakeholders interested in sustainable use of biodiversity.

As the project prepares to wrap up the ongoing phase and transition to a new phase, the results measurement and M&E system require significant attention to ensure reliable information about the achievements of the current phase and to design an effective but streamlined system for the new phase.

---

#### Objective of the consultancy

---

The objective of the consultancy is to provide the Regional Biotrade Project with high quality results measurement and monitoring and evaluation support.

---

#### Expected results

---

The consulting assignment includes the following expected results:

- A. Consolidated, uniform, reliable and well documented final results measurement for the ongoing phase of the Regional Biotrade Project, which ends August 31<sup>st</sup>, 2020
- B. A streamlined, workable design for the new monitoring and results measurement system for Regional Biotrade II, based on adaptations of DCED and MSD concepts
- C. Colleagues on project implementation teams have an improved understanding of results measurement and M&E, improving their capacities to contribute to and benefit from the M&E system.

---

#### Main Tasks of the Consultants

---

To achieve the expected results, the main tasks of the consultant will include:

- Review the current reports, M&E system and M&E data and tools to gain an understanding of the project, the measurement systems and results to date.

- Collaborate with country teams in Laos, Myanmar and Vietnam to update results achieved by the end of the current project phase in August 2020, working through remote support if required. Travel between countries may also take place if/when border closures and quarantines are removed.
- Contribute to writing of the results section and updated logframe for the end of phase report for the Regional Biotrade Project
- Working with the Regional Program Manager, lead the design of a new results measurement system for Regional Biotrade II that applies principles from the DCED standard
- Design appropriate data management and measurement support tools required to operate the new M&E system starting in September 2020.
- Conduct remote or face-to-face workshops with project teams in Vietnam, Laos and Myanmar to build the capacities required to effectively and uniformly implement the new M&E system.

---

### **Working methodology**

---

The consultant will work with two methodologies to fulfill this assignment. The logical framework methodology, with supporting measurement and statistical techniques, will be used to consolidate the results of the current project phase and as overall guidance for design of the new project phase. For design of the results measurement and M&E system for the new phase, the consultant will follow the key points of the DCED standard for results measurement, including use of results chains as key planning and measurement tools.

---

### **Time Frame of the assignment**

---

The initial assignment will be for the period from 1<sup>st</sup> June, 2020 to August 31<sup>st</sup>, 2020. Pending approval of a new project phase and good performance by the consultant, this is expected to transition into permanent, full time employment from September 2020.

---

### **Logistics**

---

The consultant will work as a temporary member of the Helvetas Vietnam team, and logistical arrangements will be made by the Biotrade Project administrator. The consultant will be required to follow all relevant Helvetas Vietnam and Helvetas Swiss Intercooperation rules, regulations and procedures, including safety and security rules related to travel and code of conduct.

---

### **Reporting**

---

The consultant will work closely with the Deputy Regional Manager, and will report directly to the Biotrade Project regional manager.

---

### **Application**

---

Interest parties please send applications with relevant documents for assessment to [helvetas.vietnam@helvetas.org](mailto:helvetas.vietnam@helvetas.org) by 10 May 2020. Only short-listed candidates will be contacted.