



VETERINARIANS  
WITHOUT BORDERS  
VÉTÉRINAIRES  
SANS FRONTIÈRES



## Foodlive Camlao Terms of Reference:

### Mid-term project Evaluation consultant: formative evaluation

August 2014

#### SUMMARY INFORMATION

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**Name of project being evaluated:** Improving Rural Livelihoods and Food Security in Laos and Cambodia (Foodlive Camlao)

#### Implementing Partners:

The project is implemented by the following partner organisations:

- Veterinarians without Borders-Canada (VWB, lead agency)
- Faculty of Agriculture, National University of Laos (FoA)
- Agronomes et Vétérinaires Sans Frontières-Cambodia (AVSF)
- Agricultural Development Action (ADA), Cambodia

**Project funding source:** 80% by the Canadian Department of Foreign Affairs, Trade and Development (DFATD) and 20% by Canadian non-government donations

**Project duration:** 1 October 2012-31 December 2015

**Target areas:** 11 target villages and 3 control villages in Xaythany District, Vientiane Capital, Laos, and 8 target villages in Rattanakmundol District, Battambang province, Cambodia.

**Contract timeframe:** The mid-term evaluation will ideally be carried out in September-October 2014.

#### OVERVIEW OF THE EVALUATION

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**Overall goal:** The evaluation is part of the project plan, to support project teams in understanding the results of the project so far and ensuring that ongoing activities best meet the needs of beneficiaries, given funds available. With a little over a year left of the project, the focus of the evaluation should be on providing practical recommendations which the project team can implement in the short term, as well as recommendations for systemic and policy level interventions which could feed into longer-term developments beyond the scope of this project.

**Objectives:** provide actionable, practical analysis and recommendations for project teams on four thematic areas identified.

#### EVALUATION METHODOLOGY

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##### Scope of work

The evaluator will work closely with project team members to co-implement a review of project monitoring and evaluation processes, and to provide recommendations for assessing outcomes and impacts during and beyond the project.

The evaluation will provide practical, actionable recommendations, informed by principles of formative and developmental evaluation.<sup>1</sup>

The project already collects qualitative and quantitative data on outputs and outcomes through a number of data collection methods. As part of this formative evaluation, the evaluator will help identify needed monitoring and evaluation processes for the end-of-project evaluation based on the recommendations that emerge from the evaluation.

Specifically, s/he will

- help streamline the collection and analysis of data
- help the teams identify the most important areas of focus for ongoing monitoring
- help orient teams to building a long-term, outcome oriented framework for evaluating results.

### **Thematic areas for evaluation:**

- 1) Sustainability and impacts of animal health workers/extension workers at the village level
- 2) Livelihoods projects focused on poultry (Laos) and cattle fattening (Cambodia)
- 3) Contributions to capacity building in partner institutions and for national animal health system strengthening (Faculty of Agriculture, local government services, district vet services)

#### **1) Sustainability and impacts of animal health workers/extension workers at the village level**

##### ***In Laos***

The project works with 29 primary animal health workers (PAHWs) in the 11 target villages in Laos. The PAHWs have received intensive basic training and ongoing mentoring, and are involved in a number of village-level initiatives such as rabies vaccination campaigns and livestock clinics.

##### ***Focus of evaluation***

- Assess current practices for sustainability (including financial viability), value and importance to villagers, and gender sensitivity
- Review existing measures, including animal health monitoring, capacity building, and others, and recommend changes to measures and data collection for the end-of-project evaluation

##### ***In Cambodia***

The project has been working closely with extension farmers (EFs). The project started with refresher trainings of VAHW<sup>2</sup>/EF on chicken raising and cattle fattening in target villages. Each VAHW/EF is encouraged to implement a model farm with three livelihood activities (keeping chicken, fattening cattle and home gardening).

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<sup>1</sup> DE 201: A Practitioner's Guide to Developmental Evaluation, The J.W. McConnell Family Foundation and the International Institute for Child Rights and Development

<sup>2</sup> Village Animal Health Worker

Eight animal drugs selling outlets at the village level have been put in place, which provide veterinary services to both group members and animal raisers in the communities. Out of the eight drugs sellers, five are extension farmers, two of them being VAHWs who are very active in providing animal treatment services in the localities.

#### *Focus of evaluation*

- Assess current practices for sustainability of service provision (selling animal drugs, treatment services) and of the sharing of technical knowledge /experience amongst fellow villagers who raise animals.
- Review the efficiency and effectiveness of technical knowledge/experience-sharing amongst extension farmers, VAHWs and community animal raisers.

## **2) Livelihoods projects focused on poultry (Laos) and cattle fattening (Cambodia)**

### ***In Laos***

The project has been running a *poultry model vaccination village* in one of the target villages. This activity involves farmers, students and local partners in regular poultry vaccination, with the aim of determining the effectiveness of village-wide poultry vaccination on poultry mortality in the village. It hopes to ensure that community members can learn from the results to inform their future decisions around poultry vaccination.

#### *Focus of evaluation*

- Determine what has been learned to date
- Assess the systems used for data collection, data input and analysis, reporting, dissemination and uptake

### ***In Cambodia***

The project has supported farmers to improve their livelihoods through cattle fattening (16 raisers, 9 women). Apart from the technical training, the project has also provided some financial and material supports for the farmer beneficiaries to kick-start their income generating activities. The project staff regularly give advice based on their field monitoring results and observations so that the farmers may improve their production techniques.

#### *Focus of evaluation*

- Review results of ongoing recording and identify trends and learning
- Assess gender sensitivity of activities and approach and make recommendation on improvements
- Review systems being used for data collection, data input and analysis, reporting and dissemination and support team to streamline and maximise the efficiency of the process

## **3) Contributions to capacity building in partner institutions and for national animal health system strengthening (Faculty of Agriculture, local government services, district vet services)**

### ***In Laos***

The project works through and with local partners, specifically the Faculty of Agriculture, for all day-day activities. Veterinary students at the Faculty are heavily involved in data collection amongst farmers, and the Faculty hopes to institutionalize some of the field activities in their curriculum, namely that of *animal health*

*monitoring*. In addition, the project involves local government agencies (agriculture and health departments) in planning, delivery and responding to issues of concern.

*Focus of evaluation:*

- Review needs and capacities of local partners: Faculty of Agriculture, DAFO (Laos)
- Provide recommendations on optimizing impacts of capacity building efforts and aligning common interests with partner institutions, and on measuring outcomes for these
- Identify the highest potential opportunities that could have a broader impact on animal health (such as contributing to disease reporting systems, laboratory capacity, or improved waste disposal)

**In Cambodia**

Building capacity of the local stakeholders (ADA, DV, CC/VC) has been underway through their direct active participation, amongst other things, in the course of the project implementation. They have participated in the training courses organized by the project in cattle fattening and chicken farming techniques. Furthermore, stakeholders have been involved in study tours organized by the project for farmer beneficiaries. Other events such as the community health days, workshops on lesson learnt sharing, and periodic meetings and annual planning meeting have also been regarded as the fora for the participating partners and collaborators to learn new things in terms of technicality as well as management and leadership.

*Focus of evaluation*

- Review needs and capacities of local partners (ADA, DV, CC/VC)
- Provide recommendations on optimizing impacts of capacity building efforts and aligning common interests with partner institutions, and on measuring outcomes
- Identify the highest potential opportunities that could have a broader impact on animal health (such as contributing to disease reporting systems, laboratory capacity, or improved waste disposal)

**Potential evaluation questions:**

**Achievements:**

What have been the achievements and impact of the project so far at different levels, for example:

- direct project beneficiaries
- indirect beneficiaries and the broader local community
- implementing and partner agencies, local authorities
- wider development context – any influence beyond the target area

**Gender sensitivity and social inclusion**

- To what extent has the project encouraged and supported the participation of women in the selection of beneficiaries?
- To what extent does the project adapt activities, training approaches and relationship building to meet the evolving and distinct needs of women and men beneficiaries
- To what extent has the project been equitable in its support of the poor and disadvantaged?

**Relevance**

- Is the level of involvement of local communities coherent with their capacities?
- Are the project objectives and implemented activities consistent with the needs of the local communities?

**Efficiency**

- Are chosen indicators appropriate and easy to collect?
- Have the inputs of resources achieved the desired outputs in an efficient way?

**Effectiveness**

- To what extent do the partners and beneficiaries receive the intended benefits from the project?
- Are there unintended benefits of the project?

**Sustainability:**

- What needs to happen to ensure that the benefits provided through the project are likely to continue after the project is completed? (consider technical, financial, institutional, social issues that may affect sustainability)
- What institutional mechanisms need to be built on to strengthen the impacts of the project?
- Does the project take into account cross-cutting issues at every step of the project cycle, including relevant human and environmental health issues?

**Lessons Learned and Recommendations:**

- What lessons have been learned that may be valuable to consider for the remainder of the project, and/or for similar projects in the future?
- What lessons are there for design/planning, implementing or evaluating the project?

**REFERENCE DOCUMENTS (FOR PREPARATION OF WORKPLAN IN FIRST PHASE)**

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- Logic model
- Project proposal
- Mid-year and annual reports
- Activity tables
- Activity reports
- Animal health monitoring and poultry model village summary protocols

**OUTPUTS, REPORTING AND FEEDBACK**

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The evaluation will be divided into two phases. The first phase is the evaluation planning and will involve meeting project teams (face-face or via skype), and developing a workplan and materials to be used in the evaluation, to be agreed with VWB and partners (AVSF, FoA, ADA).

In the second phase, the evaluator will evaluate the project and provide recommendations. Subject to agreement on the workplan, the evaluator will deliver:

- Meetings and data collection, as agreed in workplan
- draft report (first submission)
- team feedback meetings
- selected individual meetings, as agreed
- capacity training presentation for staff based on evaluation results and recommendations
- final report, with annexed summary of data collected (30 pages (plus annexes) in electronic format.

A draft report in English will be submitted to VWB after completion of field work. The draft report will be reviewed by project partners within 10 working days. The consultant will then use this report as a basis for providing feedback meetings and a capacity training presentation to project team members.

The report will include, but is not limited to, the following sections:

- Summary of M&E systems in use and learnings
- Main findings
- Conclusions and Recommendations

*Annexes should include*

- Agreed workplan
- Name of evaluator and CV summarized in one page
- Description of methodology used for the study
- List of persons/organisations consulted
- Literature and documentation consulted
- Other technical annexes (statistical analysis)

## SELECTION AND CONTRACTING PROCESS

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### **Expertise and experience required of consultant**

- Qualitative and quantitative experience in monitoring, evaluation and learning, specifically with developmental/formative evaluation approaches and organisational processes
- Strategic thinking, ability to understand detail and bigger picture
- Excellent project management, self-management in prioritising tasks and resources
- Good interpersonal skills including listening skills, giving constructive feedback, and informal training
- Qualitative and quantitative skills in socio-economic analysis
- Good understanding of livelihoods, food security or smallholder agriculture required
- Specific knowledge/experience of livestock systems and animal health programs a plus, but not required
- Experience in Laos and/or Cambodia a must
- Proficient in English

- Good writing skills
- Knowledge of Lao and/or Khmer an advantage
- Based in Southeast Asia, preferably in Laos or Cambodia

### **Application process and timeframe of work**

The consultant will be contracted by VWB/VSF-Canada.

Interested candidates are requested to submit their proposals to Monique Charron, [Monique@vetswithoutborders.ca](mailto:Monique@vetswithoutborders.ca) by **5th September 2014**.

Applications should consist of:

- a) CV (max 3 pages)
- b) Cover letter, including description of applicant's evaluation philosophy and approach, how their skills and experience will compliment project's needs
- c) Sample of previous work (at least one evaluation plan and evaluation report)
- d) Initial proposal (max. 3 pages) summarising suggested methodology and approaches, and budget outline with list of resources required

The total available budget for this work is CAD \$6000. This will cover consultancy fees and travel from Laos-Cambodia.

In addition, the project will provide accommodation at selected guesthouse/hotels for up to 8 nights in Vientiane or Phnom Penh/Battambang.

Shortlisted applicants will be contacted by 16<sup>th</sup> September. The inception phase is expected to start by **29<sup>th</sup> September, and the evaluator must be available between 29<sup>th</sup> September – end October to undertake fieldwork in Laos and Cambodia.**

## ANNEX: FOODLIVE CAMLAO PROJECT BACKGROUND

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### **Overall project objectives**

- 1) Train and support Primary Animal Health Workers (PAHWs) and Extension Farmers (EF) to improve their skills and experience in animal healthcare, disease prevention, and animal management
- 2) Encourage communities to improve their animal health and management practices, linked to integrated approaches to community health
- 3) Support women and men farmers to improve the productivity of their livelihoods activities
- 4) Increase capacity of stakeholders to support animal health and production in Laos

### **Target area:**

Laos: 11 target villages, 3 control villages, Xaythany District, Vientiane Capital

Cambodia: 8 villages, Rattanakmundol District, Battambang province

### **Operations**

VWB and its partners have developed routines and systematized the delivery of work in both Laos and Cambodia, including training, mentoring of beneficiaries and monitoring processes.

In Laos, PAHW basic training has been completed, allowing the project to focus on achieving longer-term outcomes of embedding their services within the community, improving the business basis for their work, and maximize their practical learning opportunities. Likewise, all of five livelihoods activities have been launched (poultry model village, backyard poultry management, crop production, forage production, cricket farming), which include mentoring of beneficiaries, addressing income generation challenges and exploring market opportunities.

The two main activities of the project in Cambodia are chicken raising and cattle fattening. However, the project has also encouraged the farmers to develop a third activity, that is home gardening as an additional income generating livelihoods for the households.

Most of the project activities have now been implemented and more than the original target number of beneficiaries have been selected. Project management unit teleconferences have taken place at regular intervals between VWB, NUOL, AVSF and ADA. A very successful Annual Planning Meeting with field visits was held in Cambodia in November 2013, inspiring teams to learn from each other's successes and integrate new ideas into their respective country projects. Examples of shared lessons learnt were the success of the technical focus of chicken raising demonstrated in Cambodia, and adaptiveness to community members' needs through pro-poor strategies demonstrated in Laos.

Draft plans of biomedical waste disposal have been developed which cover partners' activities and village-level activities, and will be implemented gradually to ensure sustainable uptake of systems which can be carried out by partners and PAHWs/EFs long term.

### **Summary of results: Laos**

Results achieved as of 31 March 2014 in Laos include: 28 PAHWs participated in training and extension services, and are considered active; 96 households, including 78 women household representatives, are using improved vaccination protocols for poultry, up from zero in 2012; 12 model poultry farmers (7 women) were trained in improved management practices and have improved their farming practices, including vaccination, up from zero in 2012; 7 model farmers (3 women) are growing crops and building their skills in good agricultural practice, up from zero in 2012; 15 farmers (14 women) are producing farmed crickets, up from zero in 2012; 81 students (53 men, 28 women) have received practical animal health training, up from zero in 2012.

### **Summary of results: Cambodia**

Results achieved of project implementation from 01 October 2012 to 31 Mar 2014 in Cambodia included:

310 farmers received training on chicken raising innovations, up from 0 in 2012. 261 beneficiaries were selected, up from zero in 2012; 16 farmers received training in cow fattening, up from zero in 2012. 8 FIGs were established in each of the 8 target villages and cash saving activities were introduced within each group; 70 members have taken loans from microcredit schemes managed by their group, up from zero in 2012; 8 drug vendors were set up at the village level, up from zero in 2012. 8 EFs were selected and also received training of trainer on chicken raising, up from zero in 2012. 8 CHDs were held in the target villages, up from zero in 2012 with 730 people.

In Cambodia, the project aims for 5 immediate outcomes: (i) increased capacity of VAHWs/EFs to provide services to their communities in improving animal health and management; (ii) increased capacity of communities to take an active role in improving the health and productivity of their livestock and ecosystems; (iii) increased capacity of female and male farmers to adopt sustainable income-generating and diversified approaches to animal raising and farming; (iv) increased capacity of female farmers to adopt income-generating, environmentally sustainable agricultural practices; and (vi) increased capacity amongst local partners and collaborators to integrate new knowledge and best practices in veterinary public health.

The project has focused continuous support on chicken production, cattle fattening, farmer group functioning and the FIG committees' capacity strengthening, installation of animal drug/vaccine selling outlets, cash saving group activities, exchange visits, selection of extension farmers, community health day events and a workshop on project results and lessons learnt sharing.