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Final report

**EVALUABILITY ASSESSMENT (EA)  
OF THE PROGRAMME ON  
“STRENGTHENING WOMEN’S  
CAPACITY IN DISASTER RISK  
REDUCTION TO COPE WITH  
CLIMATE CHANGE”**

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## ABBREVIATION

AWP	Annual Work Plan
CFSC	Committee for Floods and Storm Control
CO	Country office
DARD	Department of Agriculture and Rural Development
DRF	Development Results Framework
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
EA	Evaluability Assessment
KAP	Knowledge, Attitude and Practice
LoA	Letter of Agreement
PMU	Project Management Unit
ToC	Theory of Change
TOR	Terms of Reference
TOT	Training of Trainers
WU	Women's Union

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## 1. Introduction

The five year project “Strengthening women’s capacity in disaster risk reduction to cope with climate change” (2012-2016) aims to strengthen women’s capacity in disaster risk reduction to cope with climate change. The project is managed by Viet Nam Women’s Union (WU) and has been implemented in Binh Dinh (2012-2013), Thua Thien Hue and Quang Binh (started since 2013), and will expand further to Ca Mau and Dong Thap (see figure 1 for locations). The project aims to increase local women’s participation in disaster risk reduction and management activities and decision making through the improvement of their knowledge and skills, and thus enhancing the culture of prevention, preparedness and mitigation to natural disasters in communities (LoA of Quang Binh and Thua Thien Hue). Key objectives are

- 1) To enhance the role of women through the improvement of their capacity in the context of climate change in disaster risk reduction (DRR) and disaster risk management (DRM) actions.
- 2) To maintain and enhance early warning messages in order to raise awareness of women and communities to cope with immediate natural hazards.
- 3) To strengthen women’s participation in decision making in climate change discussions with particular attention to DRR and DRM with focus to women’s full and formal representation in Committees for Floods and Storms Control (CFSC).

With three years remaining for the project implementation, UN Women Viet Nam Country Office (CO) planned to have an evaluability assessment (EA) for this project to further improve the project and measurability of results.

The purpose of the EA, according to the Terms of Reference (TOR) is as follows:

- a) To provide a solid and systematic assessment of whether the project is justified, feasible, likely to produce useful information and ready for meaningful evaluations later;
- b) To provide forward-looking recommendations for improving project design, strategy and management structure.

Specifically, it

- (i) Assesses whether the project has a sound design with coherent link between objectives, main activities and expected results, as well as their relationship to the Vietnam Social Economic Development Plan 2011-2015; UN Women Development Results Framework (DRF) Outcome and Goal; and the One Plan Vietnam 2012-2016.
- (ii) Assesses the level of ownership of relevant stakeholders and partnership of the project;
- (iii) Assesses the management structure and division of responsibilities
- (iv) Assesses the Monitoring & Evaluation (M&E) framework and plan of the project

- (v) Based on these findings, provides forward-looking recommendations and proposals for improving the project design, types of evaluations in future and management structures.

The TOR of this EA is attached in Appendix 1. This EA report is structured as follows: First, it explains the methodology taken for this EA. Then, it will follow the EA framework consisting of four aspects – Theory of Change (ToC) and project design, availability of information, conduciveness of the context, accountability. Based on these analyses, it will give a set of recommendations to improve project design and management structures. In the end, it suggests types of evaluations in the future.



Figure 1: Map of project areas

## **2. Methodology**

The EA is based on desk review and key informant interviews and focus group discussions in Hanoi, Binh Dinh and Quang Binh. (see Appendix 2 for inception report, which outlines the framework for inquiry).

Documents on climate change and DRR policies and programmes in Vietnam, as well as documents produced under the project were reviewed. (See Appendix 3 for list of documents reviewed).

Field work was held during 21-30 November 2013. The field work participants were as below:

- Kyoko Kusakabe (consultant)
- Vu Thi Viet Ha (project admin assistant cum interpreter, PMU, Women's Union (WU))
- Nguyen Phuong Hien (UN Women)
- Vu Phuong Ly (UN Women – only for Binh Dinh Province)

Interview with UN Women Viet Nam CO and Project Management Unit (PMU) at Viet Nam Women's Union was conducted in Hanoi. Then the team visited Binh Dinh Province (Vinh Thanh district, Vinh Hoa commune) and Quang Binh Province (Le Thuy district, An Thuy commune), and interviewed Women Union (provincial, district, and commune level), Committee for Floods and Storm Control (CFSC), Red Cross, and villagers (8 villagers per province). (see Appendix 4 for field work schedule and Appendix 5 for list of questions used for the interviews).

## **3. Theory of Change (ToC) and project design**

### *3.1. Links with higher policies*

The project contributes to One Plan 2012-2016's Outcome 1.3. "By 2016, key national and sub-national agencies, in partnership with the private sector and communities, have established and monitor multi-sectoral strategies, mechanisms and resources to support implementation of relevant multilateral agreements and effectively address climate change adaptation, mitigation and DRM ", and Output 1.3.2. "Resilience of at-risk and vulnerable groups to natural hazards is enhanced, and nationally relevant aspects of international agreements on disaster risk management are implemented".

Viet Nam's Socio-Economic Development Plan 2011-2015 states the following focus:

"Focus on consolidating the system of sea dykes, river dykes, pumping stations, salinity prevention works, flood-gates, natural disaster shelters, and storm shelters for ships and boats to mitigate natural disaster consequences" (in item 2 of Orientations on tasks and solutions for 2011-2015 Socio-economic Development)

"balance residential and production land sources for residents in the areas regularly affected by natural calamities" (in item 5 of the above).

The project is in line with the Plan's focus on natural disaster risk mitigation. It is also in line with the National Strategy for Natural Disaster Prevention, Response and Mitigation approved by Prime Minister in 2007 (CCFSC 2009), which includes the following priority areas:

- a) Ensure strict consistency in disaster prevention, response and mitigation institutions from the central to local levels
- b) Assess and keep track of natural disasters directly affecting socio-economic sustainable development for effective socio-economic development planning in disaster-prone areas
- c) Consolidate and improve disaster warning systems at central and local levels
- d) Enhance DRM capacities at all levels and in all sectors
- e) Conduct disaster training for the community, focusing on disaster-prone areas for a safe community

The project contributes to Outcome 1 of Strategic Note and Annual Work Plan (AWP) of UN Women Viet Nam CO for 2012-13, "Increased women's participation in decision making to effectively address climate change adaptation and increase the resilience of the communities". The indicator for this outcome is "percentage of women represented in CFSC". In 2013, the Central government decided to include Women's Union as an official member of CFSC. Therefore, in one sense, this outcome has been achieved in 2013 in the second year of the project.

However, in the UN Women Viet Nam CO's Strategic Note and Annual Work Plan 2014-2017, instead of the above-mentioned outcome, Impact 3 states, "Governance and national planning fully reflect accountability for gender equality commitments and priorities". The project will fall under Outcome 3.1 that states that "National development strategies and other national sectoral plans with specific commitments to advance gender equality and women's empowerment adopted and implemented", and outputs 3.1.2. "Key government institutions at national and local levels have knowledge and tools to formulate a gender responsive Social Economic Development Plan and other sectoral plans, including plans for DRR". Women's "full and formal representation in CFSC" (project objectives in Binh Dinh LOA) would be further enhanced by utilizing the opportunity for WU to be proactive in influencing DRR plans to be more gender responsive.

### 3.2. *Problem identification*

The project is based on the situation analysis as follows<sup>1</sup> :

There is a stereotype on gender roles in DRR and women are seen as victims. Women's participation in decision making in local formal political and management structures is low.

This has implications for ability to respond to disasters in a gender sensitive way.

Since WU is not an official member of CFSC, WU is rarely involved in CFSC's decision making.

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<sup>1</sup> This is based on LOA of Binh Dinh Province, situational analysis.

The representation of Women's Union membership in CFSC has been achieved in 2013. The activities under this project contributed to the success in the negotiation to include WU in CFSC. The original project strategy was to raise awareness of women's role in DRR, so that there will be increased support for WU's membership in CFSC. This major objective of the project has been achieved in the early half of the project. The next challenge that WU faces is how to bring in gender and women's rights issues in the discussion in CFSC and to contribute to developing a gender-responsive DRR plan.

Such situation analysis is based on and reflects the desk review of gender and climate change in Vietnam conducted by the UN Vietnam CO and policy discussion paper by Oxfam and UN in Vietnam (2009) "Responding to climate change in Viet Nam: Opportunities for improving gender equality". Both documents highlighted that (a) climate change exacerbate vulnerability of women their livelihoods, migration and health situation; (b) women have little say in the local level to strengthen their resilience to disaster; (c) women's involvement in consultation of national plans is limited and plans do not go beyond basic principles of gender equality and silent on how gender equality can be realized. The project has focused on the last two aspects highlighted in these documents.

The initial focus of the project was to have Women's Union as an official member of CFSC, so that WU will be able to make regular contribution to this decision making body in DRR. Now that this is achieved in the early stage of the project, the project is now challenged to concretize the gender sensitization of DRR plans.

One of the challenges is the lack of clear advocacy points that WU would like to make in its process of gender sensitizing DRR plans. One of the issues that were indicated during the interview with WU in the national level as well as provincial level is the lack of gender-disaggregated data on casualties during disaster. Other than this point, we have not heard any gender issue that needs to be included in the DRR policies and plans. Since the whole purpose of having more women representatives in CFSC is to engender DRR plans, it is important that WU representatives to CFSC are clear on the issues that they should bring to attention. Gender analysis of disaster situations in the project areas have not yet being conducted, and through this, we should be able to identify contextualized gender issues under DRR. The project might need to problematize how DRR plans can be engendered, and how DRR plan can contribute to gender equality and women's empowerment, either through stronger evidence-based advocacy at the national level or with improved voice of women at the local level.

During the Training of Trainers (TOT) session, there was a session that discussed gender issues in the project areas and based on that, developing DRR plans for their communities. At the moment, after the training, this is not followed up, but it can serve as a good starting point in identifying specific gender issues that each community / project areas would like to focus on.

### 3.3. *Theory of Change (ToC)*



The project aims to increase local women's participation in DRR and management activities and decision-making through the improvement of their knowledge and skills, and thus enhancing the culture of prevention, preparedness and mitigation to natural disasters in communities. To achieve this, the activities under this project are to raise knowledge, skills and awareness among local women and men<sup>2</sup>.

There are several problems here:

- (a) There is an assumption that women do not have the knowledge and skills for DRR. This can be seen from the heavy emphasis on information dissemination on how to prepare for flood (leaflets, radio program, communication events, etc.). This assumption might have to be revisited, since the project area are areas where they have traditionally suffered regularly from flood, so women have a fair level of awareness and knowledge on how to cope with flood. In the KAP survey in Binh Dinh province in 2012, which can be considered to be the baseline, since the survey was conducted before most of the activities have been implemented, 95% of them said that they have been informed in advance by local authorities and had time to prepare for natural disasters; 78% of the respondents know where the safe shelters provided by local authorities are located, although women know less than men. For other recommended actions before the storm, many responded positively – for example, 74.5% said that they check weather forecast, 67% said that they prune branches of trees, 72.5% strengthen houses, and 62% prepare food, water and medicines<sup>3</sup>. Therefore, the lack of awareness and information does not seem to be a severe issue and also not a source of gender disparity. Although a quarter<sup>4</sup> of the respondents still not being able to take appropriate action to prepare for disaster is a problem, it is not clear whether this is because they do not have the information or because they do not have the resources (labor, money) to take action<sup>5</sup>.

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<sup>2</sup> Based on project results framework of Quang Binh province.

<sup>3</sup> It is difficult to conclude from KAP survey analysis report whether women and men have equal knowledge on these recommended actions, since the questionnaire asks who is the main person who does these activities, not whether you do, or you know which tasks should be done. At the same time, as will be discussed later, the result might be reflecting the knowledge and awareness of well-informed group of people because of the sampling design.

<sup>4</sup> Maybe less than a quarter, since not all of the respondents have been affected by flood/ storm. KAP survey covered various types of disaster, but the project so far focuses only on flood and storm. However, the plan is to geographically include places where people are affected by different kinds of disaster in the future.

<sup>5</sup> During the interview with Quang Binh province Red Cross vice chair, it has been informed that Red Cross already offers swimming training and first aid training, as well as information dissemination for disaster preparedness. Provincial WU said that mainly men attend Red Cross's training sessions, and this project is focusing on women. The assumption that women can swim less than men was questioned in Le Thuy District, Quang Binh Province. During the interview with district WU, district Red Cross and district CFSC, as well as village representatives, it was noted that in this district, if there is a river near the village, both women and men can swim almost equally. The swimming ability is more of a generational problem. Nowadays, many boys and girls do not know how to swim, because the river is polluted and parents do

- (b) It is assumed that improvement of skills and knowledge will lead to women's decision-making power on DRR and management. Interviews show that women already have considerable decision making power for household level DRR and management, but they do not have much role in community level or higher DRR planning and management. Women's role in decision making in DRR can be considered at two levels: (1) at the community level, where women, equipped with better knowledge, can themselves start to influence DRR plan in the community; (2) at the national and provincial level, WU can use the knowledge from women to influence national/ provincial level DRR policies and plan. However, the project does not elaborate on its strategy to achieve either levels. How will we be able to link women's improved skills and knowledge into better decision making power in the community and higher level DRR plans? How can we utilize community women's knowledge to influence higher level policies and plans?
- (c) The project's outcome is to increase culture of prevention, preparedness and mitigation to natural disaster. One of the problems of this term "culture" is that it can be too fuzzy for an outcome statement. It is understood that the term "culture" here implies that people internalize the importance of prevention, preparedness and mitigation, and can continue to take and improve preventive actions without directions and guidance from authorities. However, this has not been clearly mentioned in any part of the document and whether this is a shared understanding among the stakeholders of the project or not is not clear. Also, how these activities of awareness raising and improvement of knowledge and skills lead to enhanced culture of preparedness is not clear. The project needs to develop clear strategy to link these.

The project needs to review its strategy and approach to revisit its assumptions and establish clearer linkages between the outcomes and activities.

### 3.4. *Outcomes, outputs and indicators*

As discussed above, in order to strengthen the ToC, it is necessary to review the outcomes and outputs (see recommendation 2).

So far, the project took advantage of the strong information dissemination ability of WU<sup>6</sup>. Therefore, the outputs in information dissemination and awareness-raising as it

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not allow them to swim. Some boys can swim, because they do not obey their parents and go into dirty water anyway. There seems to be different needs in different project areas, and thus, a review of the general needs and gender needs need to be identified for each place to make the interventions relevant.

<sup>6</sup> However, soap opera via radio might need some revisiting. It is noted during the interviews that people in the project areas do not listen to radios and it is more popular to watch TV. According to the interview in Le Thuy District, Quang Binh province, only 3-5% of households have radios. In the KAP survey report of Binh Dinh province, 12.5% of the respondents have radio. Therefore, soap opera dissemination through radio might have to be reconsidered. The radio program has also been broadcasted via loud speakers in the commune. However, villagers in Quang Binh province said that it is difficult to concentrate and listen to soap opera

stands now is strong<sup>7</sup>. According to the progress report July-September 2013, the second KAP survey showed that there were some improvement in the awareness on DRR. For example, respondents that have knowledge on safe shelter increased from 76.6% to 86.1% for women and 82.6% to 89.8% for men. The challenge is how to link this information dissemination to outcomes, which aims for increase in women's decision-making power and increase in culture of prevention<sup>8</sup>.

There is a need to conduct gender analysis and tease out gender issues to be advocated in DRR planning process, design and implementation<sup>9</sup> (see recommendation1). The followings are some examples of gender analysis and identifying gender issues to be advocated for in DRR plans. These are only examples, and more contextualized analysis needs to be done at the field level.

- (a) Before disaster, why is it that some people do not make any preparation? Is it because of lack of information or lack of resources? Women headed households might not have enough labor or money to prepare their house. Is there any provision to support such resource-poor households to prepare for disaster?
- (b) During disaster, how is the shelter being arranged? Is women's safety adequately secured? Are daily necessities such as water provided? How are the cooking and sleeping areas as well as bathrooms being arranged?
- (c) After disaster, who have difficulty in bringing their livelihoods back in order? What are their difficulties and why do they face more difficulty than others? Has women or men's migration increased after the disaster? What is the implication for women and men, children and elderly left behind?
- (d) What are areas in DRR planning process where women can be empowered and take up more decision-making roles in the community? How can we strengthen women's capability for them to play a more leadership role in the community?

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announced from loud speakers. Loud speakers were considered effective to provide short and urgent messages, but not suitable for soap opera.

<sup>7</sup> Although, as discussed in 3.2, there is still a question, whether information dissemination was the most urgent need, since women are already quite aware of what to prepare before disaster and what to do during disaster. However, since it is not a 100% common understanding, this EA does not question the relevance of these information dissemination activities.

<sup>8</sup> The original outcome statement itself does not include "improve decision making" power for women. However, the output statement 3 does indicate its objective to strengthen women's participation in decision-making (see also appendix 6 for suggested revised logframe). Therefore, here, it is based on the understanding that strengthening women's decision making is part of the expected outcome of the project.

<sup>9</sup> KAP survey is supposed to give a good basis for gender analysis in the area. However, the survey report does not give any gender analysis except for some comparison in awareness between women and men. The recommendation does not include any gender related recommendation. We need to either revisit the analysis or review the questions or do a separate gender analysis in order to identify gender issues that need to be addressed under DRR.

Suggested changes for the logframe are attached in Appendix 6. The suggestions are made on the following principles:

- (a) In order not to create confusion at the field level, it is suggested not to change much of the activities that are planned so far. By adding small activities, ToC of the project can be strengthened. These changes should allow the project to build on the strengths of the activities so far.
- (b) In order to accommodate some changes in activities within the same budget, it might be necessary to consider decreasing the number of villages that the project works in. This will allow the project to consolidate the model of women's participation in decision making of DRR better, which will allow easier expansion of the model later on.
- (c) Major changes are in the outcome and output levels, and activities are shifted around to fit to different outputs, and additional small activities are suggested to fill in the gaps of ToC.
- (d) Additional activities are basically to strengthen capacity of WU and the local level, and to work with other stakeholders for gender mainstreaming.
- (e) Most of the indicators in the original logframe are kept intact with additional suggested indicators. This would mean that the number of indicators suggested might be too large and needs to be refined in a joint workshop (see recommendation 2). This also includes review of ToC with stakeholders so that people involved in the project share a common understanding of the objective and approach of the project.
- (f) In order to accommodate the newly suggested indicators, more monitoring/reporting requirements are also suggested.

In the villages, there is a women's group that consists of members of WU at the village level. Aside from this, WU at the commune level created Women's Clubs. Women's Clubs are organized around some topics of interest of the members. The establishment of the clubs is done by Commune level WU, but the membership can be anyone who wants to join – both women and men. There is a membership fee to be a member of Women's Club, and they meet once in three months or more often if necessary. The project decided not to create a separate Women's Clubs for DRR, but to use the meetings of women's clubs as an opportunity to discuss about DRR<sup>10</sup>. Interviews in Le Thuy District, Quang Binh province suggested that for some Clubs, DRR was a more stimulating topic than what they were initially supposed to discuss (Happy family club), and the information on DRR activated the discussion in the Club. As such, DRR discussion, if facilitated well, can lead to a win-win situation where DRR awareness can be better harnessed, at the same time, create more active Women's Clubs.

Currently, the focus of this project is on flood and storm, but the project plans to expand to other types of disasters.

#### **4. Availability of information**

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<sup>10</sup> This is in order not to burden local women and men to be members of too many Clubs. Since being a member of a Club requires both financial (to pay membership fee) and time burden (to attend meetings), having too many Clubs can be a burden for people who want to be active in various community activities.

#### 4.1. *Indicators*

Once the outcomes and outputs are streamlined, additional indicators need to be added/ modified as was discussed in the previous section and in Appendix 6.

So far, almost all of the indicators are quantitative indicators. Especially for outcome indicator, only one is set and this has already been achieved. Therefore, there is a need to review the indicators. Since the project is aiming to improve women's decision making in DRR and in improving the culture of preparedness, it is important to include qualitative indicators.

There is also no indicator to measure the gender awareness level of the stakeholders, except for the number of participants in TOT. (see recommendation 2)

One of the ways to encourage more discussion on gender and DRR in various levels as well as to improve the quality of the indicators on awareness and gender issues to be raised from the communities<sup>11</sup>, is to improve the discussions carried out in Women's Clubs. For example, it can discuss various cases in their community where they find different women and men facing different challenges under disaster situation<sup>12</sup>. If the leaders have good facilitation skills, they will be able to come up with suggestions for improvement to support vulnerable people in the communities. The participation during these discussions and the result of the discussion can be important indicators to suggest the level of awareness and engagement of the communities in DRR, and hence reflect the culture of preparedness.

#### 4.2. *Baseline data*

The KAP survey is supposed to serve as a baseline data. The survey took only two days to collect data, and it is a tested set of information based on former Oxfam studies. This is a useful set of information to show the level of awareness and practices among the local communities on DRR.

However, there are several areas that need attention:

- (a) KAP survey is a list of questions on gender division of labor (who is the main person who does this). The reason why questions are asked in this way is to understand whose tasks in disaster preparation are heavier in the household. Since the purpose of KAP survey is to ask for knowledge, attitude and practices of the respondent individually, it is necessary to ask what do they know or what do they do. Gender division of labor and the extent of women's workload can be covered by comparing between women and men respondents and also by asking respondents to show the degree in which they conduct the activity (eg. responsible for the household; help others to do; some times do when asked; never do). If

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<sup>11</sup> See appendix 6 for suggested revisions of indicators.

<sup>12</sup> Also see Kusakabe, Kyoko (2012) "Case based gender process monitoring", in *Reflecting on gender equality and human rights in evaluation*, UN Women, Bangkok, pp.35-46.

more specific data is needed for gender division of labor in the household, we can interview both husband and wife and compare the couple. By asking directly the respondents' own knowledge, attitude and practice, we will be able to statistically analyze who has less knowledge, and who is practicing less, and why<sup>13</sup>.

- (b) Since gender analysis was not done at the project areas, gender division of labor information in KAP survey might be useful to feed into identifying gender issues. However, we still need more information to do proper gender analysis and to identify gender issues. Identified gender issues needs to be included in KAP survey for monitoring purpose.
- (c) KAP survey has been ambitious in covering many villages. But by having a more focused survey design, the project will be able to save time and effort, at the same time improve the usefulness of the data collected. Related to the point made in (a), by asking directly about KAP of the respondent him/herself, the questionnaire can be shorter.
- (d) KAP survey sampling design needs to change to capture wider variety of people, and strengthen the rigor in statistical analysis. Currently, 20 villages are selected from two communes and only 10 respondents are selected from one village. However, for example, An Thuy commune in Le Thuy District, Quang Binh province has 2768 households in 6 villages. This is around 460 households per village on average. Only 10 respondents from over 400 households is way too small to be considered a representative sample, and there is a danger that this covers only the most accessible people in the village, and the survey might fail to cover more vulnerable population. The suggestion is to have a proper calculation of appropriate sample size based on the actual number of households in the village<sup>14</sup>. This would mean that less number of villages are selected for study. For example, only two villages rather than the current 20 villages per province can be selected for the study, but the number of respondents per village can be increased. For a village of 300 households, the sample size can range from 140 to 160 respondents. Provincial and district WU thought that this will make it easier for them to collect data, since they can save travel time.
- (e) Since KAP survey is to monitor changes, it would be better if the same respondents can be the respondents for the subsequent surveys.

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<sup>13</sup> For example, suppose we only have information from a male head of household that the work is mainly done by him. Then, it is not possible to analyze further whether the reason why the wife is not doing the work is because of the division of labor, or because she does not have the knowledge or because she did not go to the training or because she is busy with other income generating work, because we do not have any data about her. Thus, it is not possible to analyze further than just describing the gender division of labor in the household. Treatment of perceived gender division of labor in the household described by one member of the household can also be tricky. Often, reply on the extent of gender division of labor in the household is different between husband and wife. Both tend to think that they are doing more than what the other half perceives (eg. husband thinks he is doing more work, while wife thinks he is not doing as much and she is doing most of the work, and vice-versa).

<sup>14</sup> See websites such as <http://www.raosoft.com/samplesize.html> for calculation of sample size.

- (f) KAP survey analysis needs more analysis on relationships between factors. There is a need to at least cover differences in level of KAP by whether or not they received training, by economic class, age, education level, ethnicity, religion, community group memberships. At the time of EA, the second KAP survey result was not available, but hopefully, it will have some statistical analysis that shows whether the improvement in women and men's KAP is statistically significant.

Please see recommendation 5 for suggestion for KAP survey.

#### 4.3. *Monitoring system*

Currently, project activity monitoring is done through visits from PMU whenever there is an event, and through WU's regular quarterly reporting system from the commune to district, district to province and province to the central. UN Women developed a monitoring report sheet to encourage WU to conduct result-based monitoring. UN Women organized a M&E workshop in Hanoi. From PMU, admin assistant participated.

Because WU are close to the villagers, they are able to collect information that is not in the indicators. For example, after the swimming training, one village formed a swimming club. Capturing such changes is important, and these should be included in the qualitative data collection that is, not only noting the number of swimming clubs, but note how women participants' active participation in suggesting the idea and organizing it.

### 5. **Conduciveness of the context**

#### 5.1. *Involvement of key stakeholders*

The project is owned by WU. Their sense of ownership to this project is strong. This is their first disaster-related project.

Other stakeholders are involved as participants of the training. These are CFSC and Red Cross at province/ district/ commune levels and the radio stations. CFSC at provincial level normally has a standing director from Department of Agriculture and Rural Development (DARD) and secretariat with the Hydrology Office. Most of the CFSC provincial officers are from DARD and for example, in Quang Binh province, most of them are hydrologists. In Binh Dinh province, WU has been a member of CFSC since 2011. As Binh Dinh provincial CFSC says, there is no clause that prohibit WU from becoming a member, it is not difficult to include them as a member of CFSC, noting their active role in DRR<sup>15</sup>.

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<sup>15</sup> This was only for Binh Dinh province, and there seems to be a large difference among provinces.

Red Cross has only a few full time staff (two at the provincial level), but has a vast network of volunteers. Although mostly men members are engaged in rescue activities, some of the district and commune level Red Cross leaders are women. These women are also member of Women's Union and there is much overlap with each other<sup>16</sup>.

Both CFSC and Red Cross consider this project as Women's Union's project. The sense of involvement of CFSC and Red Cross varies across provinces and districts. Le Thuy District in Quang Binh province showed keen interest in working with WU on the project, Binh Dinh Province CFSC does not feel that they are part of this project<sup>17</sup>.

CFSC and Red Cross at the provincial level participate in the TOT training, and some of them have become trainers for commune communicators. However, since it is difficult for CFSC and Red Cross members who received only one training session on gender, they will normally be assigned to teach the non-gender part of the training.

## 5.2. *Capacity of staff members to analyze information for evaluation*

As discussed earlier, since there was no gender analysis on DRR to identify gender issues in the project areas, it is a challenge for staff members to monitor women's participation in decision-making at local levels. They will not be able to judge when women have been able to raise their issues and get them heard, since they are not provided what to monitor on.

Currently, quantitative indicators are reported in monitoring mission reports. Noting that it is important to include observations that will support/ give meaning to the indicators reported as well as to report on qualitative indicators, there is a need to review and if necessary upgrade WU's reporting capacity.

A national consultant carried out the KAP survey analysis. Outsourcing such work is important to make sure that core staff members can concentrate on monitoring the overall achievement of the project. However, the staff members need time and capacity to request the consultant for further and more focused analysis, as well as a more gender-focused recommendations.

## 6. **Accountability**

### 6.1. *Management structure*

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<sup>16</sup> In principle, all Vietnamese women can be WU members, but they can be members only by applying to be one. Women who are active in the local areas are active in various fronts, and thus also become active members of Red Cross.

<sup>17</sup> According to interview with director of admin division of CFSC of Binh Dinh province.



The project is managed by PMU located in Viet Nam WU in Hanoi. There is also PMU at the provincial level, but for district and commune levels, project work is carried out as part of WU's routine work. WU has an efficient mechanism to communicate project design and requirement to the lower level of the structure. Therefore, the project activities are understood well from the national to commune level of WU.

However, there is little structured mechanisms where lower level WU can give suggestions for project design and implementation to higher level WU. If we are to empower the local level women in their decision-making in DRR planning, it is important to strengthen such bottom-up communication. For this, it is necessary to create a culture of dialogue and discussion at the village and commune level, so that local women are able to voice their concern and their concerns being seriously taken up as issues at the higher level.

It is noted that the activities in each project area are not many, and lasts for only around 1.5 years. This is not enough to create a culture of preparedness or establish a bottom-up management culture to facilitate transformation at the community level. Together with the suggestion to limit the number of communes covered in each province, the project can consider working in one area for a longer period of time while limiting the geographical expansion.

## *6.2. Relationship with stakeholders*

WU's relationship with CFSC and Red Cross is better at the lower level of the structure – at the district and commune level. At the provincial level, agencies are more structured vertically and communication and cooperation can be more challenging. If the project is to strengthen the gender mainstreaming aspect of the project, there is a necessity to include some additional activities with the stakeholders at the provincial and national level to raise issues to make DRR plans gender sensitive.

## **7. Resource allocation**

According to the detailed budget for Binh Dinh province revised on 22 November 2013, among the total budget of 1,773,950,000 VND<sup>18</sup>, budget for monitoring is 129,242,000 VND<sup>19</sup>, which amounts to 7.3% of the total budget. The monitoring budget comprises of support for conducting evaluability assessment in Binh Dinh and Quang Binh (33,386,000 VND or USD 1,602) and evaluation and monitoring missions (95,856,000 VND or USD 4,600, original budget before revision was 116,838,000 VND or USD 5,606). The total budget for monitoring and evaluation meets the UN Women's requirement of 3-10% of budget reserved for M&E. However, the "evaluation and monitoring missions" budget is only for five monitoring missions and there is no budget for evaluation. It seems that the budget

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<sup>18</sup> Equivalent to USD 85,122 as of the exchange rate in September 2012.

<sup>19</sup> Equivalent to USD 6,202 as of September 2012.

reserved for evaluation has been used for this EA mission, since this was not planned in the beginning of the project<sup>20</sup>.

It is also observed that monitoring missions from Hanoi to these provinces can be quite costly. If we can utilize the budget to strengthen the capacity at the local level for monitoring and reporting, the local level can take up much of the monitoring tasks while the central level can focus more on evaluation (see recommendation 3). It is necessary to check that the evaluation budget is properly budgeted separately, since monitoring cost is high, evaluation budget can be eaten up.

## **8. Recommendations**

### *Recommendation 1: Conduct gender analysis*

In order to identify gender issues in DRR in the project areas, gender analysis needs to be conducted. Gender analysis needs to at least analyze the followings<sup>21</sup>:

(a) Identify who are the vulnerable people at the village level, and determine how their problems can be addressed.

(b) Identify how DRR plans can contribute to women's empowerment.

One or two villages in one province can be targeted for the analysis, but the analysis needs to cover various types of women and men in the village and based on extensive discussion with various groups of women and men.

It is important that gender analysis is done at whatever level/ extent as possible, and resource (time, human, budget) constraint should not be a reason why we cannot do gender analysis. Gender analysis is an itinerant process, and it can start small. For example, we can facilitate the discussions in Women's Clubs and start up with perception-based gender analysis with the participants. The aim is to get the ball rolling and get people to think about women and men's needs in the face of disaster. The commune level WU might have to be trained in order to play a facilitator role to bring about fruitful discussion at Women's Club for this purpose. At the same time, we need a much more sophisticated gender analysis in order to feed into the policy discussion at the national and provincial level CFSC, although in the future, discussions from Women's Clubs should be feeding into such policy discussion.

### *Recommendation 2: Workshop to review program design*

As discussed in 3.2 and 3.3, project objectives and design need to be adjusted now that WU's CFSC membership has been achieved. There is a need to focus how WU can be effective in influencing CFSC to make DRR plans more gender sensitive. Some suggestions for changes in outcome and output statements and activities as well as indicators are in Appendix 6. Ideally, this workshop should be carried out after conducting gender analysis.

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<sup>20</sup> I did not have access to Quanh Binh project budget, so this assessment is based on Binh Dinh.

<sup>21</sup> See section 3.4 for some more examples for dimensions in gender analysis of DRR.

Agenda of the workshop includes:

- (a) Review of problem statement – what are the gender issues in DRR that the project is trying to address?
- (b) Review of project objectives – what are we trying to achieve in gender issues in DRR identified above?
- (c) Review of ToC – How do the project activities lead to achievement of this objective? Why are we focusing on women? How do focusing on women lead to achievement of our objective? How can the project’s activities lead to empowerment of women at the local level? How can the activities contribute to formulating advocacy agenda at the national level?
- (d) Review outcome and output statements – Do the outcome and output statements reflect the ToC?
- (e) Review activities – Are the activities enough to lead to outputs? Is there any approach that the project needs to change when implementing these activities in order to better achieve the outputs/ outcomes? As can be seen in Appendix 6, it is suggested that capacity building at the local WU to become facilitators to empower Women’s Clubs (see also section 3.4) as well as national level advocacy activities need to be added.
- (f) Review indicators – There is need to include qualitative indicators as well as indicators that will measure the changes in awareness and practice among stakeholders. Appendix 6 shows some suggested indicators. Since the number of suggested indicators can be too many, during the workshop, participants can select indicators that are more feasible to collect.

### *Recommendation 3: Capacity building of WU commune staff on facilitation*

In order to collect good information for qualitative indicators and in order to empower local women through DRR, there is a need for Women’s Clubs to be able to have active discussion and come up with suggestions that will be taken up by others seriously. There is no DRR clubs, but the aim is to have various Women’s Clubs discuss about DRR in their own meetings rather than having a separate Club on DRR. There are various Women’s Clubs: No third child club, sport club, performance art club, happy family club, etc. Not all villages have clubs. Clubs are initiated by WU at commune level. The club that embraces DRR the most is the Happy Family Club.

Currently, Women’s Clubs meet once in three months, and the topic of discussion is decided by the head of the Club, and sometimes instructed by WU commune. The Club members can use this opportunity to share cases at the village related to DRR for discussion<sup>22</sup>. WU commune needs to take these up as a serious point of discussion at higher levels so that the issues discussed at Women’s Clubs can also be discussed at District and Provincial level CFSC and used in national level advocacy. This process will strengthen the capacity of Women’s Club members to be more engaged in discussion and to improve their lives in the village, and create a bottom-up culture, which is essential to construct a culture of prevention and preparedness since it will encourage initiatives of local women and men.

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<sup>22</sup> See section 4.1 for more discussion.

The quality of cases discussed and the suggestions based on the discussions will serve as a good indicator for local level empowerment.

Thus, there is a need to add activities and budget on capacity building for facilitation among WU commune level staff. The budget can be arranged through restructuring the communication component of the project and/or by reviewing the planned rate of geographical expansion.

#### *Recommendation 4: Improvement of reporting system*

Format for reporting has been provided by UN Women, which has made the reporting much more result-oriented, but this can be further developed through a training workshop to go through the indicators – both qualitative and quantitative.

Especially if we are to follow Recommendation 3, and give importance to the issues discussed in Women's Clubs, it is important to improve the reporting of discussions from Women's Clubs. Even now, Women's Clubs' meeting minutes are reported to commune/ district/ provincial WU. However, if some issues that Women's Clubs find important is not taken up by higher-level WU, it can discourage Women's Clubs. Commune level WU or Women's Clubs leaders need to be trained on how to highlight issues in order to catch the eyes of the outsiders.

#### *Recommendation 5: KAP survey*

As discussed in 4.2, KAP survey content and sampling design needs to be changed.

- (a) Need to review KAP survey questionnaire, so that the questions ask the knowledge, attitude and practice of the respondent, and not about division of labor. It also needs to add questions that reflect directly the project activities such as whether they have attended the training, have they seen the poster/ leaflet, how many times they have heard the soap opera, whether they have attended communication events, how many times they attended Women's Clubs meetings, etc. This will allow us to differentiate whether the project has contributed to their improvement in KAP.
- (b) Need to review KAP survey sampling design in order to have representative sample (see section 4.2 for details).
- (c) Need to improve KAP survey analysis, so that more statistical analysis can be conducted, and result be disaggregated by different variables (age, class, education level, ethnicity, etc.)

#### *Recommendation 6: Strengthen gender mainstreaming component*

As was discussed in section 3.1, the project now needs to upgrade its objective to mainstream gender in DRR plans. There is a need to strengthen gender mainstreaming component of the project.

Based on a gender analysis, WU staff members needs to be clear of what to advocate for. Currently, the DRR plans are heavily focused on infrastructure, and there is no section on social issues. Although gender considerations can be reflected in infrastructure development, there would be more scope if DRR can embrace social issues as well. The project can advocate for inclusion of social issues in DRR at the national level, and at provincial/ district/ commune level, clear advocacy points needs to be agreed upon to allow WU in sub-national level to discuss gender issues with other stakeholders<sup>23</sup>.

The suggestions from Women's Club discussions as well as gender analysis outcomes should be used to formulate advocacy agenda at the national / provincial level for WU in CFSC. Now that WU is an official member of CFSC, the project needs to focus on how WU can be effective in CFSC. The project can provide evidence and suggestions for WU to advocate in CFSC.

*Recommendation 7: Looking forward: Future evaluation design*

Currently, the evaluability of this project is very low. ToC is not clear, base line is partial, indicators are not enough, although monitoring framework exists and management structure is in place.

In order to plan for a meaningful evaluation, first of all, the output of the workshop to strengthen ToC needs to be in place. Also, KAP survey needs to be revised and produce more statistically robust results. Since Binh Dinh has already completed its activities, it is too late to conduct an evaluation that will provide us with sufficient learnings. Therefore, the focus of evaluation should be Quang Binh province onwards (that is, year 2014 onwards).

Ideally, information on indicators should be readily available through systematic progress reports, which would be reporting according to the indicators. Evaluator needs to be strong in both quantitative and qualitative methods. Aside from evaluating the figures from reports and KAP survey, evaluator needs to discuss with stakeholders for their gender awareness and initiatives, the gender sensitiveness of the DRR plan, and the level of empowerment and active participation of women in Women's Clubs, and the recognition that they enjoy for their suggestions and opinions and discussions. Since transformation in women's participation in DRR plans will take time, it is suggested that a small internal review done in the mid-term, and a major evaluation be conducted only at the end of the project.

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<sup>23</sup> The provincial / district CFSC and Red Cross participates in TOT. During TOT, there is some discussion on gender-responsive DRR planning. If sub-national level WU feels comfortable, some follow up meeting can be organized with CFSC and Red Cross to monitor the effectiveness of TOT.

**TERMS OF REFERENCE**  
**EVALUABILITY ASSESSMENT (EA) OF THE PROGRAMME ON**  
**'STRENGTHENING WOMEN'S CAPACITY IN DISASTER RISK**  
**REDUCTION TO COPE WITH CLIMATE CHANGE' - UN WOMEN VIET**  
**NAM**

**1. Background**

In May 2012, United Nations in Viet Nam and the Government of Viet Nam signed the One Plan 2012-2016 which is a common programmatic framework for UN agencies in Viet Nam and sets out a strategic and focused joint programme of work. The One Plan responds to the Government's priorities for 2012-2016, as outlined in the 2011-2020 Socio-Economic Development Strategy and the 2011-2015 Socio-Economic Development Plan.

Under the framework of the One Plan 2012-2016, specifically Focus Area I on inclusive, equitable and sustainable growth, UN Women Viet Nam is supporting Viet Nam Women's Union in the implementation of a five year programme on 'Strengthening women's capacity in disaster risk reduction to cope with climate change' (2012-2016). The long term objective of the project is to strengthen women's capacity in disaster risk reduction to cope with climate change. The total project budget is 1,425,390 USD out of which UN Women is supporting 1,303,260 USD and counterpart funding is around 122,130 USD. *(The approved Detailed Project Outline is annexed to the TOR).*

This 5 year programme was preceded by a pilot project initiated in 2010 in Phu Yen province. The pilot focused on building capacity of Women's Union at provincial, district and communal levels to mainstream gender in disaster risk reduction (DRR) and disaster risk management (DRM); raising awareness of women and community on women's roles in DRR and DRM; strengthening disaster early warning messages; and advocating for women's participation in decision making on DRR and DRM at local levels.

Based on experiences gained from the pilot in Phu Yen province, the current 5 year programme was developed to expand the intervention to other provinces including Binh Dinh, Thua Thien Hue, Quang Binh, Ca Mau and Dong Thap from 2012 to 2016.

Under the 5-year programme, interventions have already been expanded to Binh Dinh province since October 2012, and UN Women and Viet Nam's Women Union are preparing to further rollout activities to Thua Thien Hue and Quang Binh provinces and the remaining provinces.

With 3 years remaining for programme implementation, UN Women Viet Nam is planning at this point of time to assess the evaluability of the programme to further improve the programme quality and measurability of results before the programme is further rolled out to the remaining provinces.

**2. Purpose of the Evaluability Assessment (EA)**

The overall purpose of this Evaluability Assessment (EA) is the following:

- a) To provide a solid and systematic assessment of whether the programme is justified, feasible, likely to produce useful information and ready for meaningful evaluations later;
- b) To provide forward-looking recommendations for improving programme design, strategy and management structure.

The EA's primary user will be UN Women Viet Nam and Viet Nam Women's Union. Secondary users will be the UNCT M&E technical working group and Disaster Risk Management Team of One UN Viet Nam.

### 3. EA Scope and Objectives

**The objectives** of this EA will be:

- (i) Assess whether the programme has a sound design with coherence link between objectives, main activities and expected results, as well as their relationship to the Viet Nam Social Economic Development Plan 2011-2015; UN Women DRF Outcome and Goal; and the One Plan Viet Nam 2012-2016;
- (ii) Assess the level of ownership of relevant stakeholders and partnership of the programmes;
- (iii) Assess the management structure and division of responsibilities.
- (iv) Assess the M&E framework and plan of the programme.
- (v) Based on these findings, provide forward-looking recommendations and proposals for improving the programme design and management structures.

#### Scope

- (vi) *Geographical coverage*: The EA will cover the national level and Binh Dinh and Quang Binh provinces. Binh Dinh is the province that the programme were implemented in 2012 and will be completed by October 2013. Quang Binh is one out of two provinces that the programme is taking place from September 2013 to December 2015.
- (vii) *Substantive scope*: The EA will analyze the programme design, availability of information, conduciveness of the context and accountability.

### 4. Evaluation questions

The EA should be able to answer the following questions:

#### Theory of Change and Programme Design

- Do the DPO clearly link with the Viet Nam Social Economic Development Plan 2011-2015, the UN Women Viet Nam Strategic Plan (Goal 1) and the One Plan Viet Nam 2012-2016 (Outcome 1.3)?
- Does the Programme clearly identify the problem and target population?
- Does the Programme have a clear and articulated theory of change/logic model?
- Does the Programme have clear outputs, outcomes and goals based on the results chain?
- Are the results clear, realistic and measurable (quantitatively and qualitatively)?
- Are gender inequality factors and women's needs clearly and explicitly identified?
- Were the resources adequately allocated to the Programme?

#### Availability of information

- Are indicators (SMART indicators) to measure progress and results available?
- Is baseline data for key results of the programme available?
- Is performance/monitoring information for key results of the programme available?
- Is there any monitoring system to gather and systematize the information with defined responsibilities, sources and periodicity?
- Is there any indicators/baseline area which requires additional information?

- What kind of information on women's rights is accessible and how can it be collected?
- What are the likely cost of such data collection and analysis in terms of financial and human resources?

### **Conduciveness of the context**

- To what extent are the key stakeholders involved in the Programme? (What is the level of ownership of partners to the Programme?)
- Are the key stakeholders interested in an evaluation to measure results later in the cycle?
- Are there resources available to undertake an evaluation from gender and human rights perspectives later in the cycle such as trained staff and financial resources?

### **Accountability**

- Does the programme have a clear management structure in place?
- Are the partners clear about their responsibilities to promote accountability and ownership?
- Does the programme have a transparent monitoring and reporting system in place?

## **5. EA process and methods**

UN Women is hiring an external consultant with evaluation expertise to conduct the EA. The proposed steps for the EA are as following:

### **Step 1: Desk review of key programme documents (e.g. DPO, LOAs, progress reports, etc.) and key stakeholder interviews to understand the scope of the EA and prepare an inception report.**

UN Women will provide the evaluator with key programme documents for review. The documents could include legislation authorizing a programme, cost sharing agreement with donor, letter of agreements between UN Women and Viet Nam Women's Union, contracts between Central Viet Nam Women's Union and Binh Dinh provincial Women's Union, baseline and monitoring reports by UN Women staff and Project Management Unit (PMU) staff, post activity reports by Women's Union at provincial and district levels. Documents should provide a sense of the intent of the programme as well as what is actually occurring.

### **Step 2: Submission of Inception Report and finalization of methodology based on UN Women feedback.**

### **Step 3: Review programme theory (desk review and meetings)**

Identifying assumptions and values, available resources, programme activities, objectives, and how these components relate to one another to produce outcomes, are the major features of developing a programme theory.

### **Step 4: Identify and interview stakeholders (interviews and focus group discussions)**

Identification of key stakeholders is critical for programme survival as they can provide insights and support for programme continuation. Interviews and focus group discussions should focus on what stakeholders know and perceive to be true about the programme.

### **Step 5: Identify stakeholder needs, concerns and differences in perceptions (interviews and focus group discussions)**



Differences in perception, needs, and concerns can indicate misperceptions of the program and intent, or a program that is not sufficiently meeting the needs of one or more stakeholder groups.

**Step 6: Determine plausibility of the Programme model (analysis and report writing)**

Data from program staff, documentation, and stakeholder interviews and group discussions are used to determine plausibility of the programme model. That is, data are analyzed to determine the extent to which the program is properly implemented, sufficiently developed, and activities appropriate, to reasonably predict that desired outcomes will be met.

**Step 7: Draw conclusions and make recommendations (analysis and report writing)**

The evaluator makes conclusions and recommendations. Conclusions and recommendations are drawn from the data. EA teams are encouraged to guard against validity threats, such as personal bias.

**Step 8: Dissemination of findings and recommendations, and plan specific steps for utilization of EA data**

The evaluator presents conclusions and recommendations, and assist in planning next step to continue with an evaluation of the program, revise the program, or that no action be taken.

**Assessment Methods**

The evaluator should use a mix of data collection methods as follows.

- **Documents desk review**
- **Key informant interviews** This should include UN Women staff, Women's Union officials at central, province and district levels, Provincial Storm and Floods Committee officials, Provincial and District People's Committee officials at the minimum.
- **Focus group discussions** with different stakeholders including Women's Union officials at central, province and district level, women at the community level who may benefit from the project.
- **Multi-stakeholders meetings**

**EA Process**

The following timeframe and steps are suggested:

<b>Activities</b>		<b>Sep 2013</b>	<b>Oct 2013</b>	<b>Nov 2013</b>	<b>Dec 2013</b>
1.	TOR drafted and finalized	■			
2.	Selection of consultants and hiring process		■		
3.	Project documents desk review – home-based – 1 week		■		
4.	Development of evaluation methodology and preparation of inception report – home-based – 1 week			■	

5.	Methodology review by UN Women Viet Nam and feedback provided – 1 week				
6.	Field visit in Ha Noi city and Binh Dinh and Quang Binh provinces for data collection and consultation with stakeholders at central level (UN Viet Nam Country Office, VWU) and provincial and district levels (sharing the inception and interviews); - 1 1/2 weeks				
7.	Data classification, systematization, and analysis – 1 week				
8.	Drafting of the Report – could be home-based – 1 week				
9.	Presentation of the draft report to Viet Nam Country Office and Regional Evaluation Specialists and feedback provided – 1 week  Consultation with stakeholders on the draft report				
10.	Finalization and Submission of final report – 1 week				
11.	Report dissemination and follow up action to address the recommendations				

The Evaluator (international consultant) is expected to commit to 25 working days spread over three months.

### Evaluation products (Deliverables)

Expected key outputs will include:

1. An agreed inception report: The inception report should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report should also include a proposed schedule of tasks, activities and deliverables. This inception report should also identify the sites visits and it should elaborate on the selection criteria for those sites selected. (Please follow UN Women guidance on inception report).
2. Initial findings: The Evaluator shall share and disseminate findings initially with the UN Women programme team prior to the stakeholders' consultation.
3. Draft EA report: shared with the UN Women Viet Nam Country Representative and Regional Evaluation Specialist (RES) for comments.
4. Final EA report: not exceeding 40 pages in hard and soft copy to be submitted to UN Women (please follow UN Women's evaluation report guidance).
5. Power point presentation based on the EA report.

### 5. Management arrangement

The Evaluator will work in close collaboration and consultation with UN Women staff and management structure as per the table below:

Who: Actors and accountability	What: Roles and responsibilities
Commissioner of the Evaluation	- Safeguard of the independence of the evaluation exercise and ensure quality of evaluations

(Country Representative of UN Women Viet Nam)	<ul style="list-style-type: none"> <li>- Prepare a management response to the evaluation and ensure the implementation of committed actions in the management response</li> </ul>
Evaluation Task Manager (Senior Programme Officer and Programme Officer on gender and climate change)	<ul style="list-style-type: none"> <li>- Provide inputs from the programme perspective</li> <li>- Participate in the review of the evaluation methodology and provide comments to the evaluation team.</li> <li>- Observe the process of the evaluation</li> <li>- Facilitate evaluation by providing relevant documents and contacts</li> <li>- Facilitate and ensure the preparation and implementation of relevant management responses</li> <li>- Facilitate and ensure knowledge sharing and use of evaluation information</li> <li>- Coordinate with Viet Nam Women's Union to arrange travels for field visits of the evaluator.</li> </ul>
Regional Evaluation Specialist (RES)	<ul style="list-style-type: none"> <li>- Support the UN Women Viet Nam Programme Team at the all stages of the evaluation management in terms of technical issues of evaluation.</li> </ul>
Reference Group	<ul style="list-style-type: none"> <li>- UN Women Viet Nam Programme Team and Viet Nam Women's Union Project Management Unit.</li> </ul>
Evaluator	<ul style="list-style-type: none"> <li>- Lead the whole evaluation process</li> <li>- Manage the evaluation process in timely manner</li> <li>- Communicate with UN Women Viet Nam whenever it is needed</li> <li>- Conduct field visits to the project sites identified and collect data.</li> <li>- Report to UN Women Viet Nam when required</li> <li>- Produce the inception report</li> <li>- Produce the final report</li> <li>- Participate in dissemination workshops organized by UN Women and present findings of the reports (can be done through Webinar).</li> </ul>

## 6. Required skills and competencies

- Education:
  - Advanced degree in relevant discipline (e.g., gender, development and social studies, sociology, political science, etc )
  - Advanced degree in evaluation is an asset.

- Professional experience:
  - At least 10 year experience in programme evaluation in a development context and proven accomplishment in undertaking evaluations, including leading evaluations of multi-stakeholder programmes for multilateral organizations.
  - Experience conducting Evaluability Assessments is highly desirable.
- Knowledge and skills
  - Knowledge of EA
  - Knowledge in results-based programming
  - Proven expertise in evaluating programmes focusing on human rights and/or gender equality;
  - Extensive knowledge of qualitative and quantitative evaluation methods
  - Excellent written and spoken English and presentational capacities
  - Excellent inter-personal skills and communication skills
  - Knowledge of the UN system would be a strong asset.
  - Knowledge of the development context of Viet Nam is desirable. ;

**Important:** The evaluator has to explicitly declare his/her independence from any organizations that have been involved in designing, executing or advising any aspect of the particular programme of UN Women Viet Nam that is the subject of the Evaluability Assessment. Selection process will ensure that the evaluator does not have any relationship with this particular UN Women Viet Nam programmes in the past, present or foreseen in the near future.

### 7. Evaluation ethics

Evaluations in the UN will be conducted in accordance with the principles outlined in both UNEG Norms and Standards for Evaluation in the UN System and by the UNEG ‘Ethical Guidelines for Evaluation’. These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation.

### 8. Application Evaluation Criteria

The evaluator will be evaluated based on technical capacities (70%) and financial proposal (30%).

Technical evaluation will be based on the following criteria:

1.1	Relevance of education and professional experience: <ul style="list-style-type: none"> <li>- Advanced degree in relevant disciplines (e.g., gender, development and social studies, sociology, political science..) Advanced degree in evaluation is an asset.</li> <li>- At least 10 year experience in programme evaluation in a development context and proven accomplishment in undertaking evaluations, including leading evaluations of multi-stakeholder programmes for multilateral organizations</li> <li>- Experience in conducting Evaluability Assessments</li> </ul>	20 points
1.2	Technical Knowledge:	30 points

	<ul style="list-style-type: none"> <li>- Expertise in evaluating programmes focusing on human rights and/or gender equality</li> <li>- Knowledge of quantitative and qualitative evaluation methods</li> <li>- Knowledge of evaluability assessment and results based programming</li> </ul>	
1.3	Interpersonal skills	5 points
1.4	Knowledge of the UN system would be a strong asset.	5 points
1.5	Excellent written and spoken English.	5 points
1.6	Knowledge of the development context of Viet Nam. .	5 points

Applicants who fulfill 70% of the conditions contained in the technical points at the minimum will be shortlisted.

After having shortlisted the candidates based on their technical capacities, the financial proposal will be considered. The financial proposal accounts for 30% of the total evaluation.

## 9. Annexes

1. DPO 'Strengthening women's capacity in disaster risk reduction to cope with climate change'

## 10. Application Procedure:

Interested applicants please submit the following to [hr.bangkok@unwomen.org](mailto:hr.bangkok@unwomen.org) and [long.duong@unwomen.org](mailto:long.duong@unwomen.org) with application letter:

- Curriculum vitae
- Personal History Form (P11) (see attached UN Women form)
- Proposed daily rate
- Sample of evaluation/evaluability assessment report

Interested applicants must also submit CV to <http://unifembkk-roster.org>

**Deadline for Application: before midnight on 26 September 2013.**

**INCEPTION REPORT  
FOR  
EVALUABILITY ASSESSMENT OF THE PROGRAMME ON  
“STRENGTHENING WOMEN’S CAPACITY IN DISASTER RISK  
REDUCTION TO COPE WITH CLIMATE CHANGE”**

Submitted to UNWomen, Vietnam

2 December 2013

Kyoko Kusakabe

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**1. Introduction**

Guided by the One Plan Outcome 1.3 Output 1.3.2 “Resilience of at-risk and vulnerable groups to natural hazards is enhanced and nationally relevant aspects of international agreements on disaster risk management are implemented”, the goal of the program is to:

Increase the participation of local women in disaster risk reduction and management activities through the improvement of their knowledge and skills and thus enhance the culture of prevention, preparedness and mitigation to natural disasters in communities, reducing the negative consequences of climate change and natural disasters. (Binh Dinh province goal)

The project in Binh Dinh province has a duration from October 2012 to December 2013. The project is to be further rolled out to Quang Binh and Thua Thien Hue provinces from September to December 2015.

UN Women Vietnam is planning to assess the evaluability of the program to further improve the program quality and measurability. Specifically, this evaluability assessment will:

- (vi) Assess whether the programme has a sound design with coherent link between objectives, main activities and expected results, as well as their relationship to the Vietnam Social Economic Development Plan 2011-2015; UN Women DRF Outcome and Goal; and the One Plan Vietnam 2012-2016.
- (vii) Assess the level of ownership of relevant stakeholders and partnership of the programmes;
- (viii) Assess the management structure and division of responsibilities
- (ix) Assess the M&E framework and plan of the programme

- (x) Based on these findings, provide forward-looking recommendations and proposals for improving the programme design, types of evaluations in future and management structures.

This EA will cover the national level and Binh Dinh and Quang Binh provinces.

## **2. Evaluability Assessment Framework**

The EA would review the programme from the following four aspects:

- Theory of change and programme design
- Availability of information
- Conduciveness of the context
- Accountability

### *2.1 Theory of change and programme design*

This component will try to answer the following questions:

- Do the DPO clearly link with the Vietnam Social Economic Development Plan 2011-2015, the UN Women Vietnam Strategic Plan (Goal 1) and the One Plan Vietnam 2012-2016 (Outcome 1.3)?
- Does the programme clearly identify the problem and target population? Has there been a gender analysis? What are the identified gender issues in DRR in the target region? How is gender sensitivity conceptualized in the programme, and how does gender sensitivity lead to improved DRR and management activities? How is women's participation considered to improve DRR and management activities and how does the programme conceptualize DRR and management activities' contribution to women's improved public participation in decision making? Which groups of women are targeted? How has this targeting been decided?
- Does the programme have a clear and articulated theory of change/ logic model? How does the programme understand the result linkages of different activities with the outcomes/ goals? What is the assumption behind these linkages? Is this consistent with the problem identification and situation of the target population? How does the programme justify the focus on women with the expected outcomes/ goals?
- Does the programme have clear outputs, outcomes and goals based on the results chain?
- Are the results clear, realistic and measurable (quantitatively and qualitatively)?  
This programme is difficult since it is basically on training and information dissemination (public education). While the outcomes state concrete action (such as enhanced role), the strategies that are taken in the programme are to build capacity. How these capacity building activities are linked to actual action needs to be assessed.
- Are gender inequality factors and women's needs clearly and explicitly identified?  
Have there been any gender analysis and identification of gender issues being conducted under or prior to the programme?

- Were the resources adequately allocated to the Programme?

## 2.2. *Availability of information*

- Are indicators to measure progress and results available?  
Are indicators suitable to measure the results? Is the information to measure the indicator collected regularly? How is it collected? Is it included in progress reports?
- Is baseline data for key results of the programme available?  
How much does the KAP survey serve as a baseline data? If there is no baseline data, is it feasible to collect information from control group?
- Is performance/ monitoring information for key results of the programme available?
- Is there any monitoring system to gather and systematize the information with defined responsibilities, sources and periodicity?  
Who collects information and how? Who synthesizes the information and how? Especially on results of training and public communication needs special attention to monitor the outcome. What are the methods that are used to collect information on these intangible aspects?
- Is there any indicators/ baseline area which requires additional information?
- What kind of information on women's rights is accessible and how can it be collected?  
Have the programme collected information on important areas identified in gender analysis? How is the programme working together with other programmes and personnels in order to get relevant information on women's rights?  
What are the likely cost of such data collection and analysis in terms of financial and human resources?

## 2.3. *Conduciveness of the context*

- To what extent are the key stakeholders involved in the programme? (level of ownership of the partners to the programme)  
The programme works with the following stakeholders
  - Committees for floods and storms control (CFSC) in provincial, district, commune, village levels
  - Red Cross
  - People's committee (of all levels)
  - Vietnam Union (of all levels)
  - Women's club
  - Radio station
  - General villagers
  - Department of national resources and environment
  - Local NGOs
 The level of ownership is assessed for Vietnam Women's Union. Other stakeholders participated only in training.
- Are the key stakeholders interested in an evaluation to measure results later in the cycle?



- What is the level of capacity of staff members to analyze information to evaluate their programme?  
How has KAP survey being done? How has the data being analyzed? Are the staff capable to do quantitative and qualitative analysis?
- Are there resources available to undertake an evaluation from gender and human rights perspectives later in the cycle such as training staff and financial resources?  
Are the staff themselves able to identify problem areas? What is their data analysis capacity? Have the programme set aside 3% of the programme budget for evaluation?

#### 2.4. *Accountability*

- Does the programme have a clear management structure in place?  
What is the organizational structure? Who is accountable to whom? What is the relationships between stakeholders/ partners?
- Are the partners clear about their responsibilities to promote accountability and ownership?
- Does the programme have a transparent monitoring and reporting system in place?  
How do stakeholders/ partners communicate with each other and with PMU? Who writes what report and how is it consolidated? Who are involved in reporting?

Because of lack of time, EA will be done only through interviews and will not use any quantitative methods, such as questionnaire surveys. Since there are a number of stakeholders, not all stakeholders can be interviewed during the fieldwork.

### **3. Evaluability assessment methodology**

The EA will be carried out in two phases:

- (1) Desk review of documents
- (2) Stakeholder interviews and focus group discussions

As for interviews in the field in Binh Dinh and Quang Binh, the above-listed questions will be covered through methods and data sources in the tables below. In both provinces, similar questions will be asked but in Binh Dinh, the focus will be more on whether information is available for further evaluation and in Quang Binh, the focus will be more on program design and how it is laid out.

For the stakeholder interviews, it can be done as a group discussion if there is no time, but preferably, it should be done in a smaller group as possible. For community discussion, FGDs by age and sex should also not be very large (5-8 people) in order to get maximum participation from people present.

### **Theory of change and programme design**

EA question	Questions to be asked	Data source and method
Do the DPO clearly link with the Vietnam Social Economic Development Plan 2011-2015, the UN Women Vietnam Strategic Plan (Goal 1) and the One Plan Vietnam 2012-2016 (Outcome 1.3)?		Desk review
Does the programme clearly identify the problem and target population?	<p>Has there been a gender analysis?            What are the gender issues identified?            Why women have become the target of programme?            Which group of women are targeted and why?            How has the targeting be decided?</p> <p>How is gender sensitivity conceptualized/ understood?</p>	VWU (central and province) interview
	<p>How is the linkage between improved DRR and management and women's participation understood/ conceptualized?            How do stakeholders understand the importance of women's participation in DRR and management activities?</p>	<p>VWU (all levels) interview</p> <p>Other stakeholder interviews (CCFSC, Red Cross, People's Committee, Women leaders in community)</p> <p>FGD in communities (with Women's Club, villagers of different age and sex)</p>
	How do the community people understand the programme's goal and the effectiveness of the strategy?	FGD in communities (with Women's Club, villagers of different age and sex)
	How is the training be considered effective?	<p>Training participants in community</p> <p>TOT trainers</p>
	How is the communication events and radio programs considered effective?	FGD in communities (with Women's Club, villagers of different age and sex)

		Interview with Radio station
	How has forming women's clubs effective for DRR? To build confidence among women? What are the activities that women's club do?	FGD with Women's club
Does the programme have clear and articulated theory of change/ logic model?	How does the programme understand the result linkages of different activities with the outcomes/ goals? What is the assumption behind these linkages? Is this consistent with the problem identification and situation of the target population? How does the programme justify the focus on women with the expected outcomes/ goals?	VWU interview (in all levels)  Other stakeholder interviews (CCFSC, Red Cross, People's Committee, Women leaders in community)
Are the results clear, realistic and measurable (quantitatively and qualitatively)?	How has the training participants used their knowledge to practice?  What has been some follow up activities for trainees?  During the last disaster (flood), what are things that you did? How was the training useful for you in preparing for disaster?	Training participants in communities (FGD) (women and men separately)  TOT trainers  Community people who did not get training (as control group to know whether the trained people did things differently) (women and men)
Are gender inequality factors and women's needs clearly and explicitly identified?	What are some of the initiatives that stakeholders took to integrate gender into DRR?  What are the women's needs identified? What are the areas of gender inequality that they find it problematic in relation to DRR?	VWU interview (in all levels)  Other stakeholder interviews (DARD, CCFSC, Red Cross, People's Committee, Army, Women leaders in community)
Were the resources adequately allocated to the Programme?	What is the personnel/ operation ratio of the budget? What are the budgeted amount and the actual expenditure for each activity?	PMU (national and provincial)

	<p>What are the tasks and responsibilities of each personnel?</p> <p>How many full –time/ part-time personnels are there?</p> <p>How many villages does one field staff cover?</p> <p>What are the reporting requirements? Who sends what report to whom?</p> <p>Have there been any activities cancelled because of budget limitation?</p> <p>Has the budget being overspent or underspent? Reason?</p>	
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### Availability of information

EA question	Questions to be asked	Data source and method
<p>Are indicators to measure progress and results available?</p> <p>Is performance/ monitoring information for key results of the programme available?</p>	<p>Are indicators suitable to measure the results?</p> <p>How is the effect of training/ information dissemination/ communication events being measured so far?</p> <p>What are the changes after these events?</p> <p>Are these changes captured in indicators?</p>	<p>VWU interview (PMU)</p> <p>Training participants</p> <p>FGD in communities (with Women’s Club, Youth and Farmers Union, villagers of different age and sex)</p>
	<p>What information is collected during monitoring mission? How is the information compiled and reported?</p>	<p>PMU interview</p>
<p>Is baseline data for key results of the programme available?</p>	<p>Is baseline data available?</p>	<p>PMU interview</p>
	<p>How much does KAP survey serve as a baseline?</p> <p>If there is no baseline data, is it feasible to collect information from control group?</p>	<p>PMU interview</p>
<p>Is there any monitoring system to gather and systematize the information with defined responsibilities, sources and periodicity?</p>	<p>How is the monitoring system function?</p> <p>Who collects information?</p> <p>Who decides on the information to be collected?</p> <p>What information is collected?</p> <p>How is the information collected? What method is used?</p> <p>Is there any special method</p>	<p>PMU interview</p>

	<p>applied to collect intangible effects of the program? Who synthesizes the information and how?</p>	
<p>Is there any indicators/ baseline area which requires additional information?</p>	<p>Check whether the outcomes from the following activities are already covered by baseline, and if not, how it can be substituted by other information:</p> <ul style="list-style-type: none"> <li>a) TOT</li> <li>b) Community communicators trainings</li> <li>c) Radio program (including soap opera)</li> <li>d) Communication events</li> <li>e) Swimming skills and first aid training</li> <li>f) Leaflet and posters</li> <li>g) Provincial forum on climate change</li> <li>h) Participation in international day for disaster reduction and video clips for this event</li> </ul>	<p>PMU interview</p> <p>Other stakeholder interviews (CCFSC, Red Cross, People's Committee, Women leaders in community)</p> <p>Training participants</p> <p>FGD in communities (with Women's Club, villagers of different age and sex)</p>
<p>What kind of information on women's rights is accessible and how can it be collected?</p>	<p>What kind of information on women's rights is collected?</p>	<p>PMU interview</p>
	<p>What kind of information on women's rights is accessed through partners? (if not collected by program itself)</p>	<p>PMU interview</p> <p>Local NGOs working on women's rights issues</p>
<p>What are the likely costs of such data collection and analysis in terms of financial and human resources?</p>	<p>How many people are involved in monitoring? (full time/ part time?)</p> <p>Are they trained on statistical analysis? Gender analysis? Logframe?</p> <p>What is the plan to build capacity on data analysis?</p> <p>How much does KAP survey cost? Who is involved in KAP survey?</p> <p>If not yet done, if we are to do gender analysis, how much will it cost?</p> <p>If we are to work with local NGOs to collect information on women's and human rights?</p>	<p>PMU interview (national and provincial)</p>

### Conduciveness of the context

EA question	Questions to be asked	Data source and method
<p>To what extent are the key stakeholders involved in the programme? (level of ownership of the partners to the programme)</p>	<p>What is your knowledge and understanding of the programme's goal, activities and progress?</p> <p>What are activities that you have done under this programme? Or related to gender and DRR? (which is not under this programme?)</p> <p>How does this programme activity relate to your regular work in your organization?</p> <p>What are some of your ideas for future activities in the area of gender and DRR?</p>	<p>Stakeholder interviews (CCFSC, Red Cross, People's Committee, Army, Women leaders in community)</p> <p>FGD in communities (with Women's Club)</p>
<p>Are the key stakeholders interested in an evaluation to measure results later in the cycle?</p>	<p>How do you think the evaluation should be conducted?</p> <p>How do you think evaluation will be helpful for your work?</p> <p>What are some of your concerns if there is an evaluation?</p>	<p>Stakeholder interviews (CCFSC, Red Cross, People's Committee, Army, Women leaders in community)</p> <p>FGD in communities (with Women's Club)</p>
<p>What is the level of capacity of staff members to analyze information to evaluate their programme?</p>	<p>How is the collected information in monitoring reported/ analyzed?</p> <p>How has KAP survey being done? How was KAP data being analyzed? Who analyzed KAP? Are the staff capable to do quantitative and qualitative analysis? Are the staff able to carry out statistical analysis? How was the respondent selected for KAP survey? (trainees? Programme activity participants? General villagers?) Who made the design?</p>	<p>PMU interview</p>
<p>Are there resources</p>	<p>Are the staff themselves able to</p>	<p>PMU interview</p>

<p>available to undertake an evaluation from gender and human rights perspectives later in the cycle such as training staff and financial resources?</p>	<p>identify problem areas relate to gender and human rights?</p> <p>Are there provisions for staff to get training on evaluation and data analysis?</p> <p>Does the project have budget to hire consultants to help them do the job?</p> <p>Have the programme set aside 3-10% of the programme budget for monitoring and evaluation?</p>	
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### Accountability

EA question	Questions to be asked	Data source and method
<p>Does the programme have a clear management structure in place?</p>	<p>What is the organizational structure of the programme?</p> <p>Who is accountable to whom?</p> <p>What is the relationships between stakeholders/ partners?</p>	<p>PMU interview</p> <p>Stakeholder interviews (CCFSC, Red Cross, People’s Committee, Women leaders in community)</p>
<p>Are the partners clear about their responsibilities to promote accountability and ownership?</p>	<p>How are the stakeholders involved in checking the activities and management of the programme?</p> <p>How are they informed of the activities and achievements of the programme?</p> <p>How much are they informed of the financial arrangements of the programme?</p> <p>How much are they informed of the annual activity plans?</p> <p>Are they part of the annual implementation planning process?</p>	<p>Stakeholder interviews (CCFSC, Red Cross, People’s Committee, Women leaders in community)</p>
<p>Does the programme have a transparent monitoring and reporting system in place?</p>	<p>How do stakeholders/ partners communicate with each other and with PMU?</p> <p>Who writes what report and how is it consolidated? Who are involved in reporting?</p>	<p>PMU interview</p> <p>Stakeholder interviews (CCFSC, Red Cross, People’s Committee, Women leaders in community)</p>

	<p>What is the financial management system in the programme? How is the spending controlled / monitored?</p> <p>How often is the financial report prepared? Is this satisfactorily done?</p> <p>If not, what are the training plans for the staff to obtain financial management capacity?</p> <p>What are the contract/ procurement procedures that the programme has to provide contract to its partners? Is this process efficient enough? (no unnecessary delays?) Is it considered transparent? What are the checks and balances?</p> <p>If procurement procedures capacity is not in place, what is the training plans and resources available?</p>	<p>UNWomen Vietnam interview</p>
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#### 4. Workplan

13 November	Skype meeting to kick start the process
18 November	Submission of the first draft of inception report
20-24 November	Revision of inception report based on comments from UN Women
21-30 November	Stakeholder interviews in Hanoi, Binh Dinh and Quang Binh provinces (interviews and focus group discussion)
1-16 December	Analysis and report writing
17 December	First draft of report submitted
24 December	Second draft of report submitted after feedback
between 23 December to 7 January (one day when everyone is available)	Presentation of the draft report to Vietnam country office and regional evaluation specialists
10 days after the presentation	Finalization of final report



### **Appendix 3: LIST OF DOCUMENTS REVIEWED**

#### **Plans**

One Plan Vietnam 2012-2016

The Central Committee for Flood and Storm Control (2009) *Implementation plan of the national strategy for natural disaster prevention, response, and mitigation to 2020.*

UN Women Vietnam Strategic Annual Workplan 2012-2013

UN Women Vietnam Strategic Plan 2014-2017.

Viet Nam Socio-Economic Development Plan for the 2011-2015 period

#### **Project documents**

Leaflet on “Strengthening women’s capacity in disaster risk reduction to cope with climate change”, Hanoi 2012 (English version)

Mission report to Binh Dinh (25-27 May 2013) by Vu Phuong Ly (senior programme officer)

Monitoring report sheet

Monitoring report for 29 May 2013 to Van Canh District, Binh Dinh province.

Monitoring report for 27 May 2013 to Vinh Hoa commune, Vinh Thanh district, Binh Dinh Province.

Narrative report – project 82071 for 1 September 2012 to 15 January 2013, “Strengthening women’s capacity in disaster risk reduction to cope with climate change in Binh Dinh province”

Progress report from 1 April 2013 to 30 June 2013, “Strengthening women’s capacity in disaster risk reduction to cope with climate change in Binh Dinh province”

Progress report from 1 July 2013 to 30 September 2013, “Strengthening women’s capacity in disaster risk reduction to cope with climate change in Binh Dinh province”

Project ID: 84803; Activity ID: DR131; LOA-VNM-2013-005 “Strengthening women’s capacity in disaster risk reduction to cope with climate change in Quang Binh and Thuo Thien Hue province”, Attachment 2, Description of the service (29 July 2013)

Project ID: 82071; Activity ID: DR131; LOA-VNM-2012-008 “Strengthening women’s capacity in disaster risk reduction to cope with climate change in Binh Dinh province”, Attachment2, Sub-project document.

Proposed detailed budget (revised 22 November 2013) for Binh Dinh province.

Questionnaire (post project) on awareness, attitude and response behavior of women and people to hazard mitigation, (KAP Survey questionnaire) by Vietnam Women’s Union Project management VIE 82071 and UN Women.

TOT Training manual on capacity building on disaster risk reduction and disaster risk management for grassroot women.

Vietnam Women’s Union (2012) “Detailed outline of the ODA technical assistance project using ODA funding from the United Nations”, proposal to UN Women.

Vietnam Women’s Union Central Commission for Popularization and Education and UN Women (2012) “Report on survey findings: Awareness, attitudes and behaviors in responding and mitigating natural disasters of women and people in An Hoa and An Tuong Tay communes, Binh Dinh province”, Hanoi, December.

### **Other documents**

Flood and Storm Prevention and Mitigation and Search and Rescue Plan (DRR Plan) in Vinh Hoa Commune, 2013 (translated by Hien)

Oxfam and United Nations Vietnam (2009) *Responding to climate change in Viet Nam: Opportunities for improving gender equality – a policy discussion paper*, Hanoi, December.

United Nations in Vietnam (2009) *Gender and climate change in Vietnam: A desk review*

## Appendix 4

### Meeting schedule

Date	Time	Activity
21 Nov		Arrive at Hanoi
22 Nov	9:00	Meeting at UN Women with Ms. Thuy Anh Tran Ms. Nguyen Phuong Hien
	2:00	Meeting at Women's Union Ms. Nguyen Thi Minh Huong Project director, director of Information, education and communication department VWU Ms. Nguyen Thi Bao Nga, Project coordinator, staff of IEC department, VWU. Ms. Vu Thi Viet Ha, Project admin assistant Ms. Bui Thi Thuy, Project accountant One more person (who was the project director during the pilot project) Thuy Anh, UN Women Nguyen Phuong Hien, UN Women
24 Nov		Travel to Binh Dinh province
25 Nov	8:00	Meeting with provincial Red Cross, Binh Dinh province Mr. Ha Van Cat, Director Mr. Le Phong, Director of admin division Ms. Phan Thi Thuy Linh, staff, admin division
	9:00	Meeting with Provincial CFSC Mr. Phan Xuan Hai, director of admin division and head of provincial department of irrigation (under DARD) Mr. Doan Cong Chunh, vice director of admin division. Mr. Ngo Hong Khanh, expert
	10:00	Meeting with provincial women's union Ms. Tu Thi Phung: Vice director of WU Ms. Nguyen Thi Hoang Dieu, Vice director of IEC department Ms. Tran Thi Thong: Director of IEC department
	11:30	Lunch with Vice chairperson of Provincial people's committee (woman)
		Travel to Vinh Thanh district
	3:00	Meeting at Vinh Thah District Ms. Heang Thi Anh, director of women's union Ms. Tuyet, vice director of women's union Ms. Vang, vice director of women's union Four experts from women's union Mr. Dang Van Huy, standing member of red cross Mr Chinh, member of steering committee of CFSC
26 Nov	8:00	Meeting with villagers (at Tien An village, Vinh Hoa Commune) Village head of Tien An village (man) Mr. Pram Xuan Quay, Tien An village Ms. Nguyen Thi Ny Tai, Tien An village Ms. Dang Thi Phan, M7 village Ms. Nguyen Thi Phuong, Tien An village Ms. Tran Thi Kim Luyen, Tien An village Ms. Nguyen Thi Bich Thi, M7 village
	10:00	Meeting at Vinh Hoa Commune Mr. Dinh Kho, chair of people's committee Ms. Nguyen Tui Diep, head of commune red cross Ms. Dinh Thi Huyet, head of commune women's union

		Ms. Ha Thi Huyen Trang, vice head of women's union
		Travel to Binh Dinh Provincial center
27 Nov		Travel to Quang Binh province
	1:30	Meeting at Quang Binh province women's union Ms. Minh: vice chair of women's union Ms. Hong: director of IEC division Ms. Dinh: deputy director of IEC division Ms. Huyen: staff of IEC division Ms. Hanh: director of family affairs division
	3:00	Meeting at People's committee of Quang Binh province Ms. Nguyen Thi Thu Ha, Vice chair of social and cultural affairs department
	3:30	Meeting at provincial Red Cross of Quang Binh province Mr. Phan Van Cau, Vice chair
	4:30	Meeting at provincial CFSC of Quang Binh province Mr. Nguyen Thanh Long, vice chief of secretariat office Mr. Song, expert of secretariat
28 Nov		Travel to Le Thuy district
	9:00	Meeting at Le Thuy District Ms. Vo Thi Thanh Thuy, Director of Women's Union district Mr. Vo Nhu Xuan, Head of Red Cross district Mr. Nguyen Van Viet, staff of CFSC district
	2:00	Meeting at An Thuy Commune Mr. Phan Thanh Vu, secretary of communist party
	2:30	Meeting with villagers of An Thuy Commune (at commune office) Ms. Vu Thi Minh, Loc Thaong village Ms. Le Thi Huong, Thach Ban village Ms. Nguyen Thi Lien, Phu Tho village Mr. Ngo Mau Dinh, Loc Thaong village Ms. Duong Thi Tao, Tan le village Ms. Pham Thi Thanh, Loc Thong village Mr. Le Thanh Nho, commune level officers Ms. Do Thi Anh Mai, Loc An village
	3:30	Meeting at An Thuy Commune Mr. Vo Lam Nong, chair of red cross Ms Vo Thi Soa, chair of WU Mr. Dinh Thanh, chair of fatherland front and chair of CFSC
		Travel back to Quang Binh provincial town
29 Nov		Travel back to Hanoi
30 Nov		Travel back to Bangkok

## **Appendix 5: Interview questions**

### **PMU (Women's Union)**

Overall:

Why focus on women?

Have you done similar activities before?

Was gender analysis done? Gender issues identified? Who are the most vulnerable group?

How are you satisfied with the project? Why?

How are you satisfied with the cooperation from the stakeholders?

TOT and communication events:

Who attended?

Who became trainers? Why?

Are you satisfied with the outcome? Why?

What are the areas of improvement?

How do you follow up/ monitor training results? Any new initiatives you saw?

Any observation you have during the current disaster? Is the awareness different?

How? Is the awareness raising led to certain outcomes?

How do you work with provinces? Work plan? Budget? Reporting? Implementation? Monitoring?

Is there any problem in spending the budget? Was the budget “enough”?

Reporting:

Is the resent indicators useful for reporting? Why/ why not?

Do these indicators cover what you want to highlight in the project?

How do you measure effectiveness of training and communication events? Are there indicators for this?

Is KAP Survey enough as baseline? How do you get baseline for government officers? (since KAP survey is only for community people).

Monitoring:

What information do you collect during monitoring mission?

Method of information collection

How do you follow up with training effects and communication effects?

Women's rights:

Do you have information on this?

How do you consider women's rights in the project?

KAP survey

How many people were involved?

How did you do the sampling?

How did you do the analysis?

Are you happy with how the survey went?

M&E workshop

Who attended the M&E workshop?

Evaluation budget

Is evaluation budget set aside?

What do you advocate in CFSC?

How do you participate in CFSC?

Has there been any difference by being a member of CFSC?

Do other partners involve in the design, planning, monitoring of the project?

Management

Is there any challenges regarding management of project: Finance, procurement, working with provinces?

### **Partners (Red Cross and CFSC)**

What are the changes in disaster situation in the last 10 years?

How traditional coping strategy is becoming difficult to adapt to the changing weather situation?

How do you want people to be prepared for disaster? What plans do you have?

Is there a DRR plan? What is the planning process?

What do you do before/ during/ after disaster? (usual activities in your organization)

Activities under this project

How useful for you to participate in this project for your work?

How did you use the knowledge you gained through the training?

Did you take any initiative after the training?

How do you think people can become more prepared for disaster?

How effective do you think the radio program was? Posters? Leaflet?

What are other activities that your organization do to raise people's awareness?

Did you take part in the orientation workshop? What are some of the concerns that you raised during that workshop?

Did you take part in TOT? Was the content different from those you attended before? How?

Did you become a trainer after TOT? Why? Why not?

Did you take part in the policy forum? What is your assessment?

How do you work with WU?

While there was no declaration from central level to include WU in CFSC, why did you go ahead to include them? (for those places where they have already included WU as members)

What kind of role do you assign to WU in CFSC?

Is there any change in function of CFSC by having WU?

Your future plan

## **Provincial Women's Union**

What are the changes in disaster situation? How traditional method is not allowing people to cope any more?

What do you do as CFSC member? (where they are a member)

What do you do before/ during/ after disaster? (WU's role)

Oeirntation workshop

How was it conducted? Did you change the project design based on this?

TOT

Who participated?

What were the gender issues that came out of the project?

What has happened to the DRR plans that were made during this TOT?

How do you assess the training? What was good? What needs improvement?

Commune communicators' training

Who went as trainers?

How many training/ how many times?

How do you assess the training? What was good? What needs improvement?

Swimming and first aid training

Where did you conduct, how?

Poster/ leaflets

How did you disseminate?

Communication events

How was it conducted?

How do you assess? How can it be made better?

What are activities that you do with CFSC and Red Cross?

What do you think is the strongest achievement of this project? What are areas that needs improvement?

How do you think people can be more proactive in preparing for disaster?

Have you seen any change in women's activities after the project? Women's groups? Women's clubs?

What are some of the disadvantage/ difficulties faced by women in disaster?

Do you have any other disaster related projects?

Do you use project indicators in your reporting?

Have you had any difficulty in budget? Dispersement? Not enough?

KAP survey

How was the sampling done?

Who joined?

How many staff are working in this project?

Reporting

Do you face any difficulty in reporting? Writing report? Collecting information?

How many girls are not able to swim? Why girls are not able to swim?

What did you do in the policy forum? Outcome?

## **District/ commune interviews**

How are women's clubs established?

What clubs do you have already? What are their activities?

How are DRR discussed in these clubs?

How did you advertise about radio program?

Is it popular to listen to radio?

Is WU member of CFSC?

Since when? What do you do as a member? Is there any difference by being a member of CFSC?

Commune communicators' training

How many times? For how many days? What are the changes made in module after TOT?

Swimming training/ poster and leaflets/ radio

Do you observe any change in the community after these events?

What are the problems faced during disaster?

What are the difficulties for people to prepare for disasters?

Who have more difficulty?

Has it changed after the project?

How many people cannot swim?

How many people use radio?

## **Villagers**

What are the clubs you have in your village? What do they do? How do they discuss about DRR?

What do CFSC in the village level do?

What are the difficulties that you have

During disaster? (warning announcement? Preparation? Evacuation?)

Preparing for disaster (what kind of preparation do you do? What is the difficulty in preparing? Who has more difficulty?)

After disaster (what are the difficulties? Who have more difficulties?)

Did you attend the training?

How often do you listen to radio soap opera?

Have you ever seen the leaflets/ posters?

How did you find the swimming lessons/ first aid lesson?

What was good about the project?

Do you now do things differently? How?

What more needs to be done to be better prepared for disaster?

Have you ever seen a community DRR plan?