

## Terms of Reference

### Baseline survey and youth led survey for “Time to act! Supporting youth activism to eliminate CEFM in Viet Nam” Project period 2021 – 2024.

#### 1. About Plan International.

Founded in 1937, Plan International is a development and humanitarian organization that advances children’s rights and equality for girls. We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International has been working in Vietnam since 1993. By June 2019, Plan International Vietnam has improved the lives of more than 1,300,000 children, their families and communities from over 131 communes in 10 provinces across the country. Our goal by 2021 is to reach 2 million girls from 1,875 ethnic communities in Vietnam so they can learn, lead, decide, and thrive.

#### 2. Project background.

The northern and central mountainous areas of Vietnam are the main residing areas of 53 ethnic minority groups with 13.38 million people (15% of the country’s population). Inequalities and difficulties for ethnic minority groups to access to resources for development remain persistent, especially in education, training, employment and income, production resources, healthcare, sexual and reproductive health gender gap is also present among and with-in ethnic minority groups.

Vietnam has shown political commitment for gender equality, children’s rights and equality between all ethnic groups and put in place a progressive legal framework at national level regarding gender equality, empowerment of women. This includes policies to promote gender equality in ethnic minority areas, and to address child marriage as indicated in the approved 2016 Children’s Law, the Prime Minister’s Decision number 498/QD-TTg on national program on reduction of child marriage in ethnic minority provinces period 2015-2025. In the most recent Universal Periodic Review process (Human Rights Council, January 2019), Vietnam has shown strong commitment and support for efforts tackling child marriage, discrimination of women and ethnic minorities.

Child, early and forced marriage is prohibited in Vietnam under the Law on Marriage and Family 2014, Article 3.9: “Forcing marriage or divorce means threatening, intimidating spiritually, maltreating, ill-treating, demanding property or another act to force a person to get married or to divorce against his/her will”. Early marriage is a marriage where one or both partner(s) have not reached the minimum legal age for marriage, which is 18 years for girls and 20 years for boys. Child marriage is a human rights violation and harmful practice that disproportionately affects women and girls globally, preventing them from living their lives free from all forms of violence. In Vietnam, three main types of child early forced marriages (CEFM) can be : i) family arranged marriages, to bring married children into the family workforce (driven by poverty and economic hardship, intertwined with low levels of education), ii) marriages that “resolve pregnancies” (driven by harmful social norms),

iii) bride abduction and trafficking, linked to the son preference and the resulting imbalance between young men and women.

The “Time to act! Supporting youth activism to eliminate CEFM in Viet Nam” is grant funded by Plan Japan and Plan Vietnam. The project aim is Youth activists in Lai Chau and Ha Giang contribute effectively to activities and policies to eliminate CEFM.

### 3. The Project strategy and approach.

The proposed project is strongly aligned with Plan International Vietnam’s (PIV) Preventing Gender-Based Violence Programme under the CSP 2020-2025, which aims for ‘Girls and young women in Vietnam to live free from GBV in public and private spaces, and have increased agency to prevent and respond to violence’. The project will contribute to the Government’s efforts to reduce CEFM in ethnic minorities areas. In partnership with related government agencies and authorities, the project aims to empower adolescents with a chance to act as active drivers of change in realising their rights , enabling adolescent girls to speak up on issues affecting them and leading in identifying solutions and proposing these to their immediate environment and policy makers and authorities. It requires enhancement of individual and collective agency of girls and boys to change. . Secondly, the project will also help PIV to work with related policy makers to influence for a safe environment for children. PIV will play the role of facilitator to connect children as rights holders with policy makers as duty bearers to work together to create a safe environment for children that enables them to have their strong measures in preventing harms.

The project is gender transformative as it aims to change existing gender norms reflected gender-specific forms of abuse by increasing girls’ and young women’s agency to address issues affecting them. To this end, the project involves boys and young men to question, challenge and change existing norms to improve the conditions of girls and young women and focuses on fostering positive change in adolescents’ environment both at their schools and communities.

### 4. Project objectives.

**Over all objectives:** Youth activists in Lai Chau and Ha Giang contribute effectively to activities and policies designed to eliminate CEFM. The project goal will be achieved through three outcomes:

- **Outcome 1:** Ethnic minority girls and boys age 10 -18 engage with their peers to fight against CEFM
- **Outcome 2:** Youth-led organizations demonstrate promising & innovative practices to eliminate CEFM through pilot campaigns
- **Outcome 3:** Government agencies at all levels recognize the rights of girls and boys to be protected from child marriage.

This will be gained through close cooperation between Plan International Vietnam, the Departments of Ethnic Minority Affairs, Departments of Labour, Invalids and Social Affairs (MoLISA) and Deaprtments of Education and Training from province to district level and education sectors at the local level. The project will be implemented in 13 communes of Sin Man, Hoang Su Phi districts of Ha Giang province, and Phong Tho

district of Lai Chau province where PIV is having cooperation program with authorities and communities.

## 5. Scope of work.

### Objectives of the baseline:

- The purpose of the work is to assess the pre-project situation and capture baseline data on all project indicators at goal, outcome and output levels from the framework, to enable progress to be monitored and changes to be measured over the course of the three-year intervention. The technical proposal and the baseline report of this exercise will be closely aligned to these indicators.
- The purpose of the work is also to support youth carrying out by themselves the Knowledge, Attitudes, and Practice (KAP) survey and using methods such as photo voices, storytelling... to understand the situation, root causes of child marriage. Outcomes from It leads project success indicators, development of training packages and modules, M & E .)

**Geographical coverage:** The baseline will be conducted in Ha Giang province (five communes: Po Lo, Chien Pho, Tu Nhan, Ban Luoc, Tan Tien of Hoang Su Phi district and three communes: Nan Ma, Ta Nhiu, Nam Dan of Xin Man district) and Lai Chau province (five communes: Khong Lao, Ban Lang, Nam Xe, Hoang Then, Dao Sanof Phong Tho district).

**Target group to be covered:** This baseline will cover the target youth and adolescents (10-18 years old) in 52 existing COCs of the project area. Other stakeholders and decision-makers, community members will also be involved.

## 6. Users of the baseline.

The baseline report is expected to provide foundations for further modules design and M&E activities in the project. Plan International Vietnam and all project partners, including DOLISA, DEMA, DOET, and other stakeholders (Commune People's Committee, schools....) will be the primary users of the report. The report will also provide the rationale for Plan International Vietnam to revise project activities to achieve the intended objectives and results. Short clips, story collections, brief report forms including data, stories, and photos from the exercise will be valuable materials for young people to use in their actions and local advocacy process.

## 7. Method for data collection and analysis.

The consultants/ experts are expected to be responsible for describing the overall baseline design, data sources to be used (including sampling), methodology and data collection

tools that are best suited to the assignment and local context. Consultants must consult the program indicators and ensure that the project indicator will contribute the most to the program. We recommend following methods (not a final lists, consultants can propose more when appropriate):

- Desk review (external literature, key project documents): review the relevant documents, including the project proposal, resources and results framework, documentation from other similar baseline studies, and other relevant research and scoping in the last five years (Available resources at PIV will be provided).
- Key informant interviews
- Questionnaires
- Focused Group discussion

The methodology should be developed in consultation with Project team at PIV . The final methodology will be approved by PIV before implementation.

The consultants/ experts are also expected to provide friendly and simple methods so that youth and adolescents can participate. Child participation methods are required to guide and support youth and adolescents implement child-led survey.

### **Sampling:**

The consultants/ experts (team) will be expected to propose an appropriate sampling methodology and size that is statistically valid and cost-effective, based on information provided by the project team at annexes (Log-frame, relevant basic data, information from the interim evaluation report...) to ensure that needed information can be collected. All data, qualitative and quantitative, collected through the study must be disaggregated by sex. Both the sample size and revised tools will be discussed and agreed with project team at Plan International Vietnam before the commencement.

The consultants/ experts are expected to develop and suggest a sampling strategy including a description of:

- Sample size (or expectations of the consultant (s) in calculating it).
- Necessary respondents disaggregation
- Number and type of locations
- Sampling approach

Sample size submitted to Plan should follow table format below:

<b>Data collection methods</b>	<b>Sample</b>	<b>Total</b>
Questionnaires + KAP survey	With adolescent boys With adolescent girls With adolescent with disabilities	
FGD	With adolescent girls With adolescent boys	

	With adolescent with disabilities	
KII with partners and stakeholders		
FGD with partners and stakeholders		
Case study		

## 8. Ethics and Child Protection.

Plan International Vietnam is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

## 9. Expected deliverables.

**The consultants/ experts are expected to provide the following key deliverables:**

- Detailed technical and financial proposal (in Vietnamese)
- A complete package of baseline methodologies and tools (in Vietnamese)
- A final report in English and Vietnamese
- A database (applicable with the quantitative component) and all secondary data collected
- A complete indicators table including values for all framework indicators
- A qualitative report consisting of at least 10 stories and actual cases demonstrating the causes of child marriage was collected .

## 10. Expected timeline.

The tentative timeline for the consultancy is September 25th, 2021 to November 21st, 2021. A detailed timeline will be worked out jointly with the consultant after recruitment but a preliminary timeline for the key deliverables is:

- Fieldwork (including preparation) is proposed to be done between 18 October – 29 October 2021

- Preliminary findings of the baseline assessment should be presented to PIV by 8 November 2021
- A first draft for the final baseline assessment report is expected to be sent by 14 November 2021
- The submission deadline for the final draft report is 21 November 2021.

## 11. Budget.

The consultant is required to propose an itemized budget (including Personal income tax) together with the technical proposal. The budget should include number of days and daily rate for the lead and team members. The consultancy fee does not include traveling, field work and logistic costs that will be paid for directly by Plan International Vietnam.

## 12. Expected Qualifications.

Plan Vietnam is looking for a consultant/expert (or a group) with a strong record in conducting baselines/ evaluations related to gender-based violence, child marriage prevention, youth activism, particularly in Vietnamese and mountainous, ethnic minority communities context. The consultants/ experts will need respect and credibility within the field, excellent knowledge of monitoring and evaluation in theory and practice, and a good understanding of policy work.

- Evaluation experience at least 7 years in conducting baseline survey, external evaluations, with mixed-methods evaluation skills and having flexibility in using non-traditional and innovative evaluation methods;
- Experience in collecting and analysing quantitative and qualitative data;
- Expertise in gender and human rights-based approaches to evaluation and issues of violence against women and girls;
- Experience of facilitating evaluations and research studies with young people in institution and community contexts
- In-depth knowledge of gender equality and women's empowerment;
- A degree in the social sciences, focused on gender issues; or substantial relevant research experience (Master preferred);
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts;
- Experience in similar research/study on GBV would be an advantage
- Language proficiency: Fluency in English is preferable; good command of Vietnamese is desirable
- Experience in working with, children, youth and adolescent.

## 13. Contact.

Consultants/ experts who are interested in taking this consultancy, please submit the proposal package in English via email to: ([vnrm.reviewpanel@plan-international.org](mailto:vnrm.reviewpanel@plan-international.org)).

The deadline for submitting the proposal package will be on **25<sup>th</sup> September 2021**. Only short-listed consultant groups will be contacted for interview.

#### 14. Applications.

Interested applicants provide a proposal covering the following aspects:

- Detailed response to the TOR
- Proposed methodology
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed timelines
- CVs
- Example of previous work
- Detailed budget, including daily fee rates, expenses, taxes, etc.

<u>Prepared by</u>	<u>Reviewed by</u>	<u>Approved by</u>
<p data-bbox="256 969 496 1003"><b>Nguyen Thi Nam</b></p> <p data-bbox="248 1028 504 1061">Project Coordinator</p> <p data-bbox="261 1086 493 1120">Date: _____</p>	<p data-bbox="667 969 890 1003"><b>Phan Đình Hiệp</b></p> <p data-bbox="624 1028 933 1061">GBV Program Manager</p> <p data-bbox="663 1086 893 1120">Date: _____</p>	<p data-bbox="1070 969 1291 1003"><b>Luu Quang Đại</b></p> <p data-bbox="1027 1028 1334 1120">Program Quality &amp; Development Manager</p> <p data-bbox="1064 1171 1294 1205">Date: _____</p>

ANNEX 1 – [Project design](#)

ANNEX 2 – Indicators list

ANNEX 3 - Baseline Report template

## INDICATORS

<u>No</u>	<u>Objective</u>	<u>Indicator</u>
<u>Outcome</u> <u>1</u>	Ethnic minority girls and boys age 10 -18 engage with their peers to fight against CEFM	% of CAY who know where and how to report and/or seek support, if a peer is at risk of CEFM (PROO1.4.1)  % of unmarried CAY who express that the best time for both women/men to get married is when they are adults (LEAO1.1.1)
<u>Output</u> <u>1.1</u>	A provincial Champion of Change network to eliminate CEFM established and operated: The project will set up COC clubs at 52 ethnic minority communities in 13 communes / 3 districts of Lai Chau and Ha Giang to promote the youth led movement to end CEFM.	# of COC established and functioning
<u>Output</u> <u>1.2</u>	Ethnic minority adolescent increases their foundation capacity to challenge gender stereotypes and fight against child marriage. The project will build capacity for 1,088 ethnic minority girls and boys age 10 to 18 to become the drivers of changes in their communities in tackling the harmful practices leading to Child marriage	# of girls and boys 10-18 years old have received training on gender and consequences of early marriage
<u>Outcome</u> <u>2</u>	Youth-led organisations demonstrate promising & innovative practices to eliminate CEFM through pilot campaigns	% of young people's organizations who effectively use social media in their collective action. (LEAO1.1.2)
<u>Output</u> <u>2.1</u>	Youth led organizations are strengthened their capacity on	# of youth actively participating in communication campaign after training

	ending CEFM. The project will build capacity for youth activists and support their communication campaigns as well as facilitate the joint influencing efforts on tackling CEFM between youth led organizations and National COC network	
<a href="#">Outcome</a> <a href="#">3</a>	Government agencies at all levels recognise the rights of girls and boys to be protected from child marriage.	<p>% of adolescents and youth who consider report and referral services to be adolescent- and gender-responsive, at the time asked (PROO1.4.1)</p> <p>% of trained facility health workers/CHWs who have adequate practical knowledge of laws and referral pathways for CEFM and other forms of GBV (child protection structure) (PROO5.1.1)</p>
<a href="#">Output</a> <a href="#">3.1</a>		# of commune and district officials participating as audients in the youth led policy dialogues

## ANNEX 3 - Baseline Report template

### **Title page**

### **Acronyms and Abbreviations**

### **Table of Contents**

### **List of Tables and Charts**

### **Acknowledgement**

**Executive summary** (to gain familiarity prior to reading the report, or as a summary for those who will not read the entire report)

- Should not be more than 3-4 pages
- Clearly organized structure (Introduction, issue, need for the deep review, findings, conclusions and recommendations)
- What are the aims
- What are the key findings
- What are the strengths and weakness of the study

### **I. Introduction**

### **II. Overview**

- Covers the background information,
- Need for this deep review
- Objectives of the deep review

### **III. Scope of the deep review** (Including accuracy and limitations)

- Clearly stating what the deep review is looking at
- Clear categorization

### **IV. Methodologies**

### **V. Findings/ results:**

- 10 stories and actual cases demonstrating the causes of child marriage. Each story has including an actual case study, interviewer's finding and recommendation, and picture of the interviewer.
- The consultant submits a 5-minutes clip introducing process photo voices, case studies, and children's recommendations if they use the photo voices method in the youth-led survey.

### **VI. Conclusions and Recommendations**

- Conclusions

- Recommendations
- Tools and methodologies should be considered to apply
- Process should be considered to apply
- Others

## **VII. Annexes**