

TERMS OF REFERENCE (TOR)

FOR CONSULTANT FIRM TO CONDUCT THE MID-TERM EVALUATION

“PARTICIPATE: Empowered civil society organizations and ethnic minority youth for active participation in decision making in Yen Bai, Vietnam” project

(EU/PARTICIPATE PROJECT)

I. BACKGROUND INFORMATION/CONTEXT OF PROJECT

Save the Children is implementing the project “PARTICIPATE: Empowered CSOs and ethnic minority youth for active participation in decision making in Yen Bai, Vietnam”. The project aims at ensuring that target social organizations and implementing partners in Yen Bai province have the capacity to support start-up businesses and other socio-economic development of vulnerable ethnic minority youth, fostering their engagement and active participation in decision making and in the promotion of gender equality. This will help redress the limited role that minority youth currently play in decision-making processes in the field of start-up businesses that contribute to their own advancement and socio-economic development in Vietnam.

The project areas

Nine communes in Tran Yen district, Yen Bai province: Y Can, Quy Mong, Kien Thanh, Hung Thinh, Hung Khanh, Hong Ca, Hoa Cuong, Tan Dong and Dao Thinh.

Target population

This project focuses on ethnic minority youth, who are from 16 to 24 years old who have limited education and employment opportunities.

Other stakeholders such as local authorities, governmental agencies, enterprises, mass organization and local CSOs are engaged in supporting youth in capacity building, employment.

Project partners

- Local CSOs and mass organizations: Center for Sustainable Development of Mountainous Communities (SUDECOM), Women Support Center of Yen Bai province, Center for Science Technology Development and Community Health care, Vietnam Youth Federation of Tran Yen district
- Local government authorities: Local People’s Committees, Department/Bureau of Labor - Invalids and Social Affairs (D/BOLISA), Department/Bureau of Education and Training (D/BOET) and relevant stakeholders at the location.
- Private businesses in Tran Yen district and Yen Bai province.

II. OBJECTIVE AND METHODOLOGY

The objective of the evaluation is to understand the current progress of the project compared to the output and outcome targets as per the logical framework. The results of this evaluation will inform actions needed for the remainder of the project to achieve the Project goals.

Evaluation Questions

Overarching questions	Key Study Questions
1. How well was the project implemented?	<p>Fidelity:</p> <ul style="list-style-type: none"> ▪ Was the program/project implemented as intended (e.g. according to Common Approach model, as adapted to the context)? Why/ why not? ▪ Did implementation meet quality standards/ best practice? ▪ What were the barriers and facilitators to implementation? <p>Process:</p> <ul style="list-style-type: none"> ▪ How well did staff/partners work together? ▪ How can implementation of the program be improved in terms of coordination? ▪ Have MEAL activities been implemented as planned? Were they relevant and appropriate? How could they be improved?
2. Did the project reach its intended target populations?	<ul style="list-style-type: none"> ▪ Did the program/project reach its intended target populations? Why/ why not? ▪ What proportion of eligible/referred beneficiaries engaged in the program? ▪ To what extent did beneficiaries access and complete the program? ▪ How do youth who accessed and completed the program differ from those who did not? ▪ What were the barriers and facilitators to beneficiaries accessing/ completing the program?
3. Did project beneficiaries have a positive experience with the program?	<ul style="list-style-type: none"> ▪ How satisfied were the program/project beneficiaries? ▪ Did program beneficiaries feel the services they received were acceptable, appropriate, and suited to their needs? ▪ Do ethnic minority youth have increased capacity in youth economic and social development? ▪ Are ethnic minority youth, females and males actively participating in project activities?
4. What are the recommendations for the project team to achieve outcomes/goals by the end this project?	

The Evaluation team will be required to undertake consultation with SC at the commencement of the evaluation in order to further refine the Study questions.

Scope: The evaluation will assess the whole project performance from its start to now and will be conducted in project site of Yen Bai Province. This evaluation will involve the project's partners, stakeholders at different levels who have been involved in the project, including youth.

The findings of the Evaluation will be shared in a Dissemination workshop with its key partners, relevant government offices, CSOs and NGOs, stakeholders and beneficiaries, including youth. Moreover, it will be used as a basis to make improvements for the remainder of the project.

The Evaluation Team will be required to propose how the primary audience will be involved throughout the evaluation process and how evaluation findings will be shared with each of the different stakeholders of the project, particularly outlining how reporting back to communities, beneficiaries and children will be conducted in an accessible and friendly manner.

Study Design

The appointed consultant group/ consultant firm is expected to propose an evaluation design that helps answer the evaluation questions.

Sampling

The consultant is expected to propose sampling methodology and sample size calculation based on their approach as well as the information attached in annex 1.

Data Sources and Data Collection Methods/Tools

All primary data collected during the evaluation must be disaggregated by gender, age, ethnicity, education and marital status. Save the Children will provide tools that were used in the baseline for reference. The Evaluation Team is expected to apply/adjust the provided tools and/or develop new ones providing that they can ensure the quality of tools to be used in this Midterm Evaluation.

It will be a requirement of the Evaluation team to source additional external data sources to add value to the evaluation, such as government administrative data. The team should also indicate how data triangulation will be done.

A range of project documentation will be made available to the Evaluation team that provides information about the design, implementation and operation of the Project. Documents include: Project Result Framework, Project Indicator Set, Baseline report, Labor Market Survey Report, Project quarterly updates, 6-month and annual report.

The Evaluation team is required to adhere to the [Save the Children Child Safeguarding; Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying;](#) and Data Protection and Privacy policies throughout all project activities.

Ethical Considerations

It is expected that this evaluation will be:

- **Child participatory.** Where appropriate and safe, children should be supported to participate in the evaluation process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success criteria against which the project could be evaluated, supporting children to collect some of the data required for the evaluation themselves, or involving children in the validation of findings. Any child participation, whether consultative, collaborative or child-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](#).
- **Inclusive.** Ensure that children from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.
- **Ethical:** The evaluation must be guided by the following ethical considerations:
 - Safeguarding – demonstrating the highest standards of behaviour towards children and adults.
 - Sensitive – to child rights, gender, inclusion and cultural contexts.
 - Openness - of information given, to the highest possible degree to all involved parties.
 - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.¹
 - Public access - to the results when there are not special considerations against this
 - Broad participation - the relevant parties should be involved where possible.
 - Reliability and independence - the evaluation should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

- Data collection methods will be age and gender appropriate.
- Study activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.
- Informed consent will be used.

Known limitations

The COVID-19 pandemic has had serious consequences to people, society, and economy all over the world, including Vietnam, which has affected project implementation since 2020. Given the current fourth wave, it is also possible that this Midterm Evaluation could be affected so the Evaluation team should prepare an adaptive methodology, approach, and plan to ensure the Evaluation stays on schedule and meets its objectives.

¹ If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and on-boarding are conducted in line with statutory requirements, local policies and best practices guidance.

III. SERVICES THE SUPPLIER WILL PROVIDE

- Review the project proposal, baseline related documents, monitoring data, and SC related policies to have an overall picture on supported CSOs and their networks, child rights, youth with start-up, employment and the socio-economic development of vulnerable minority youth, youths' engagement and active participation in decision making and in the promotion of gender equality.
- Prepare inception report, including survey objectives, methodology, samples, survey tools, detailed schedule and total budget to conduct this survey.
- Meet with SC staff to discuss on methodology, samples, survey tools, process of survey implementation, and other related issues.
- Collect data and information in the project sites.
- Analyse data and prepare evaluation report: the draft report will have to be shared with SC to get comments and feedback before being finalized.
- Present key findings and propose recommendations from the findings.
- Adhere to SC's safeguarding and data protection policies.
- Finalize the final version of the evaluation report. The final report must include any modifications needed based on the comments given by SC during the presentation of the first draft. The final report must be written both in English and Vietnamese.

The Evaluation Team will have to clearly define roles and responsibilities of the team leader and each of the members involved. The team leader will have to provide updates on the evaluation, including progress and plans, on a weekly basis via email to SC Project Manager.

Evaluation Management

TT	Activity	Working days (tentative)				Total	Expected outcomes	Timeline (tentative)
		Team leader		Team members				
		Office	Field	Office	Field			
1	Documentation review, desk research	1		2		3		25 - 27 Oct
2	Develop Inception report	1		1		2	Inception report (in English) in line with the provided template, including: <ul style="list-style-type: none"> ▪ Evaluation objectives, scope and key study questions ▪ Description of the methodology, including design, data collection methods, sampling strategy, data sources, and study matrix against the key study questions ▪ Data collection and analysis plan ▪ Reporting plan ▪ Caveats and limitations of evaluation ▪ Risks and mitigation plan ▪ Ethical considerations including details on consent ▪ Stakeholder and youth communication and engagement plan ▪ Key deliverables, responsibilities, and timelines ▪ Resource requirements 	28 – 29 Oct
3	Meeting with the relevant stakeholders to develop the inception report	1		1		2	A meeting with the relevant stakeholders at the commencement of the evaluation to develop the inception report will be facilitated by the Evaluation Team	8 Nov
4	Revise and finalize Inception report	1		1		2	Final Inception report (in English)	9 - 10 Nov

5	Develop data collection tools	1		2		3	Data collection tools and Data collection mechanism (in English and Vietnamese)	01 – 03 Nov
6	Pilot the data collection tools				1	1	Data collection tools are piloted with target groups	9 - 10 Nov
7	Revise and finalize the data collection tools	1		1		2	Final Data collection tools and Data collection mechanism (in English and Vietnamese)	11 - 12 Nov
8	Training enumerators			1		1	Enumerators understand and can use data collection tools effectively	14 Nov
9	Data collection		3		6	9	Data are collected in project sites	15 - 22 Nov
10	Data management and analysis (coding, transcriptions, data cleaning, integration and analysis)	1		3		4	Records are transcribed, data are analysed	23 - 29 Nov
11	First draft report	2		2		4	<p>A draft Evaluation Report (in Vietnamese and English) in line with the provided template, including:</p> <ul style="list-style-type: none"> ▪ Executive summary ▪ Background description of the Program and context relevant to the evaluation ▪ Scope and focus of the evaluation ▪ Overview of the evaluation methodology and data collection methods, including a Study matrix ▪ Findings aligned to each of the key Study questions ▪ Specific caveats or methodological limitations of the evaluation ▪ Conclusions outlining implications of the findings or learnings ▪ Recommendations 	30 Nov - 03 Dec

							<ul style="list-style-type: none"> ▪ Annexes (Project logframe, ToR, Inception Report, Evaluation schedule, List of people involved) 	
12	Present key findings in the meeting with SC and partners		1			1	Key findings from the evaluation are presented in the meeting	13 Dec
13	Revise and finalize Final Evaluation report and submission of data and analyses	2		1		3	Final report (in English and Vietnamese)	14 - 16 Dec
14	Summary report	1				1	Final Summary report (in English and Vietnamese) include any modifications needed based on the comments given by SC	17 Dec
	Total of working days:		16		22	38		

IV. EXPECTED DELIVERABLES

The evaluation deliverables and tentative timeline (subject to the commencement date of the evaluation) are outlined below. The Evaluation team lead and SC Project Manager will agree on final milestones and deadlines at the inception phase.

Deliverables and Tentative Timeline

TT	Deliverable	Format/ Style	Delivery date
1	A meeting with the relevant stakeholders at the commencement of the evaluation to develop the inception report will be facilitated by the Evaluation Team	Online meeting	8 Nov
2	An inception report in Vietnamese and English	Electronic file	10 Nov
3	Final data collection tools (in Vietnamese and English)	Electronic file	12 Nov
4	Quantitative and qualitative data entry records (including raw and cleaned), data sets and data analysis tables	Electronic file with raw and cleaned, qualitative and quantitative, data sets	30 Nov
5	A draft Evaluation Report in Vietnamese and English	Electronic file	03 Dec
6	A presentation on the validation workshop to sharing key findings with SC team and stakeholders and discuss to finalize report	Electronic file, PowerPoint presentations	13 Dec
7	Final Evaluation Report (in Vietnamese and English)	Electronic file	16 Dec
8	Knowledge translation materials: <ul style="list-style-type: none"> ▪ PowerPoint presentation of Evaluation findings in Vietnamese and English ▪ Full report and summary report in Vietnamese and English 	Electronic file	17 Dec

All documents are to be provided electronically by email to the SC Project Manager. All survey materials, raw data, electronic data, and other information will remain the property of SC and should be transferred to SC upon completion.

V. EXPERIENCE AND SKILL SET REQUIRED

Team leader must have demonstrated skills, expertise and experience in:

- Master's degree or higher specialized in community development, social sciences or a related discipline
- Have strong knowledge on children rights and youth issues and at least 10 years of experience in conducting studies, surveys, assessment and M&E related activities relating to children and youths, especially youths in mountainous areas, ethnic minority groups with proven records
- Have experience of a team leader for at least 3 surveys/ studies/ evaluations with the similar scale.
- Working experience with local governments, CSOs, business in start-up, employment and the socio-economic development of vulnerable minority youth, youths' engagement and active participation in decision making and in the promotion of gender equality.
- Working experience in Youth Employment, Gender Equality and non-discrimination of vulnerable children & youth in Vietnam
- Conducting ethical and inclusive studies involving children and child participatory techniques
- Conducting ethical and inclusive studies involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways
- Extensive experience of theories of change and how they can be used to carry out evaluations
- Strong written and verbal skills in communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills)
- A track record of open, collaborative working with clients
- Legal registration organization/firm/institute
- Able to allocate resource for a long term contract (up to 3 months)
- Excellent command of the English languages – both written and oral
- Excellent skills in both qualitative and quantitative data analysis (Nvivo, Epidata, SPSS, Stata, etc.)
- Familiar with conducting online survey

For team members:

- Bachelor degree or higher specialized in Community Development, social sciences, Education and/or Inclusive Education, Child care and child protection, or related areas
- At least 2-3 years' experience in the field of evaluation and/or research
- Experience in facilitating FGDs, IDIs and using online form
- Skills in participatory approach, preferably including child participation skills
- Data analysis and report writing skills
- Ability to complete work with a commitment to quality in terms of time pressure
- Objective and honest in the spirit of construction and suggestions to serve the goal of improving the effectiveness of project implementation
- Good command of English language (especially writing skills)

There is a high expectation that:

- Members (or a proportion) of the study team have a track record of previously working together.
- A team leader will be appointed who has the seniority and experience in leading complex study projects, and who has the ability and standing to lead a team toward a common goal.
- The team has the ability to commit to the terms of the project and have adequate and available skilled resources to dedicate to this Evaluation over the period.
- The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

Financial Proposal

The Evaluation is a FULL PACKAGE which means the submitted financial proposal must cover not only consultant fee but also all expenses related to logistic arrangements and any other applicable costs.

The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence, accommodation, data collector, data entry fee and allowance for interviewee following SCI regulations and VAT.

VI. PAYMENT INFORMATION

- 30% of the total cost payable within 30 days of satisfactory completion of deliverables from 1-3.
- 70% of the total cost payable within 30 days of satisfactory completion of deliverables from 4-8.

VII. HOW TO APPLY

The supplier should submit a financial and technical proposal and CVs of team who implements this assignment through email address: vietnam.consultancy@savethechildren.org

The deadline for responses is: 17:00 on 19th October 2021.

Annex:
Annex 1: Project Result Framework

Hierarchy of Objectives	Key performance indicators
Long term impact: CSOs in Vietnam effectively promote youth empowerment in governance and development process	Participation of CSOs and youth in policy making at local and national level; % of youth who was introduced/supported to at least a job in Vietnam in generally and in Yen Bai in particularly?
Short-term impact: The target CSOs and ethnic minority youth actively participate in socio-economic development process in Yen Bai province	% selected CSOs improve capacity on supporting youth leadership in livelihood and gender equality. % of youth who has been actively participate in socio - economic development process in Yen Bai province.
Strategic Outcome: CSOs in Yen Bai province have the capacity to support economic empowerment of vulnerable minority youth, their active participation in decision making and in promoting gender equality	% selected CSOs improve capacity on supporting youth leadership in livelihood and gender equality; % and # of youth's initiatives supported by the CSOs; % and # of ethnic minority youth in project area contributing to socio-economic activities at least village level; % and # of CSOs staff who have coached at least one group of ethnic minority youths on realizing their initiatives; # of training courses on gender equality successfully organized by the CSOs
Output 1: Local CSOs (3) are strengthened to socially and economically empower minority youth	% staff of 3 selected CSOs increased managerial and financial capacities to efficiently manage the grant receive; # Trainings organized; # CSOs' management and project staff could remember/ tell at least ...% of training contents
	% staff of 3 selected CSOs enhanced skills on Life Skills to Succeed; # Trainings organized; # CSOs' management and project staff increase their knowledge on on Life Skills to Succeed (Supporting Young People to Success in Work and Life) after the training; % CSOs' management and project staff could remember/ tell at least ...% of training contents
	% staff of 3 selected CSOs improved understandings on (1) start-up models, social enterprises and business models and (2) skills to effectively manage start-up projects, risk reduction and links to supply chain; # Trainings organized; # CSOs' staff involve in those trainings; # CSOs' management and project staff could remember/ tell at least ...% of training contents
	# trips for CSO staff to raise awareness on start-up models, social enterprises and business models are organised; # CSO staff participate in trips to raise awareness on start-up models, social enterprises and business models

<p>Output 2: Minority youth are confident to act on gender equality and have improved employability skills through support of local CSOs.</p>	<p># survey on minority youth's needs on capacity building will be conducted</p>
	<p>% youth increased understandings on gender equality and social issues # selected minority youth joined the trainings on social issues and gender equality with the improvement (got 70% on total score); # Total trainings for selected minority youth on social issues and gender equality conducted; # youth who attended the trainings could tell at least ...% of training contents</p>
	<p>% youth, who increase gender understandings and received supports of local CSOs, practically and actively engage in dealing with gender equality in related project activities under output 3 and output 4;</p>
	<p>% of A&Y (m/f) who demonstrate life skills in their everyday life i.e. at home, in school, in the work place, in the community (to be measured by the Employability Assessment Tool); # Training for selected minority youth on vocational training courses, professional skills and life skills, including entrepreneurship skills conducted.</p>
	<p>% youth actually practice/apply skills on labour market analysis; # total trainings for selected minority youth on analysis of local and regional labour market; # selected minority youth joined the trainings on analysis of local, regional labour market</p>
	<p>% youth actually practice/apply skills on linking to supply chains; # total trainings for selected minority youth on how to link to supply chains; # selected minority youth joined the trainings on how to link to supply chain</p>
	<p># study visits to relevant business, companies for supply chain linkage, guidance and mentorship, and inspiration; # people joined study visits to relevant business, companies for supply chain linkage, guidance and mentorship, and inspiration.</p>
	<p>% of A&Y (m/f) who are in decent employment, including apprenticeships, or internships at the end of the program participation. (Decent employment in the baseline: Worked/has been working together with family members without any separated payments, Regular and paid employed, Paid employed but irregular, Apprentice/Internship)</p>
<p>Output 3: Minority youth are empowered through the implementation of social and economic start up projects</p>	<p># social and economic start-up projects led by EM youth carried out; % and # of start-up initiatives led by ethnic minority youth in project areas assessed as qualified by Initiative Assessment Index. # amount of money granted to approved start-up projects for minority youth by the end of 2022; # trainings on Effective management of start-up projects, risk reduction managements for youth involved in granted start-up projects; # person-times (minority youth involved in granted start-up projects) participated in the trainings on Effective management of start-up projects, risk reduction managements; disaggregated by age, gender, ethnic minority groups;</p>
	<p># CSOs provide support to granted start-up projects; # privates involve in supporting granted start-up projects; # start-up projects are provided counselling and supports;</p>

	<p># trainings on Effective management of start-up projects, risk reduction managements for youth involved in granted start-up projects; # person-times (minority youth involved in granted start-up projects) participated in the trainings on Effective management of start-up projects, risk reduction managements, disaggregated by age, gender, ethnic minority groups;</p> <p># successful start-up projects documented; # documents recorded successful start-up are finalized; # documents finalized successful start-up are shared;</p>
<p>Output 4: CSOs and minority youth are engaged in decision making at local level and promoting of youth leadership</p>	<p>% staff of CSOs engaged in decision making in the related meetings/workshops organised by project or local authorities; A memorandum amongst related stakeholders on supporting ethnic minority youth in developing and implementing start-up projects and gender equality promotion is established and agreed. % and # of youth-led initiatives that are supported by related stakeholders # of organizational stakeholders participating in project activities; % staff of CSOs engaged in decision making in the related meetings/workshops organised by project or local authorities; % EM youth engaged in decision making in the meetings organised by project or local authorities; # job-orientation events on entrepreneurship skills to inspire other young people in the community organized; # youth actively organized job-orientation events on entrepreneurship skills to inspire other young people in the community; # youth involve in job-orientation events on entrepreneurship skills to inspire other young people in the community Topics share in job-orientation workshops on entrepreneurship skills to inspire other young people in the community</p> <p>% EM youth engaged in decision making in the meetings organised by project or local authorities;</p> <p># Learning and sharing workshops on experience/ best practices on start-up projects with local authority, CSOs, ethnic minority youths and other relevant stakeholders organized; # participants involve in Learning and sharing workshops on experience/ best practices on start-up projects with local authority, CSOs, ethnic minority youth and other relevant stakeholders organized, disaggregated by age, gender, ethnic minority group, organization; Topics share in Learning and sharing workshops on experience/ best practices on start-up projects</p>

Annex 2: Inception Report Template

Project Summary

1. Introduction
2. Background and context
3. Purpose and Scope
 - Scope
 - Stakeholders / Audience
4. Methodology
 - Understanding of the Assignment
 - Study Approach Design
 - Data Sources and Data Collection Methods
 - Sampling
 - Study Matrix
 - Data Analysis and Reporting
 - Limitations, Risks and Mitigation
 - Ethical Considerations
5. Stakeholder and Children Participation
6. Study Management
7. Resource Requirements
8. Annexes

Annex 3: Final Report Template

Acronyms

Executive Summary

Introduction & Project Background

Study Background & Scope

Methodology & Limitations

- Data Collection

- Data Analysis

- Ethics & Accountability

- Limitations

Findings

- Study Question #1

- Study Question #2

- Study Question #3

- Etc.

Conclusions

Recommendations for Management Action

References

Appendix I: Indicator Table

Appendix II: Sample Size Calculation Tracker [Optional – For certain quantitative surveys only]

Appendix III: Sources of Information

Appendix IV: Statement of Work, Terms of Reference, and/or Study Protocol

Appendix V: Data Collection Instruments

Appendix VI: Conflict of Interest