



## **TERMS OF REFERENCE**

### **CONSULTANCY TO CONDUCT ENDLINE EVALUATION FOR VIETNAMESE GIRL LEADERSHIP ON MENSTRUAL HYGIENE MANAGEMENT PROJECT (GLM)**

**Feb-April 2023**

#### **1. Background**

Plan International is an international humanitarian, child centered, development organization, without religious, political or governmental affiliation. Child sponsorship is the basic foundation of the organization. Plan International's vision is of a world in which all children realize their full potential in societies that respect people's rights and dignity.

In Vietnam, adolescent youth coming of age are a large and growing segment of society, comprising nearly 18 percent of the total population. In lower secondary schools, where adolescent girls (ages 10-19 years old) are experiencing menstruation for the first time, MHM and SRH education has not been officially introduced into the curriculum and teachers are largely untrained in the subject in Vietnam. As result, one third of adolescent youth in Vietnam lack access to essential information on MHM and sexual and reproductive health (SRH). Adolescent girls are at greater risk for unwanted pregnancies, transmission of sexually transmitted diseases and infections of the reproductive tract.

Uninformed boys may show insensitivity to the challenges girls face in managing menstruation, thereby further contributing to misconceptions, stigma, and unhealthy behaviors. However, access to accurate information and materials addressing the stigmas surrounding menstrual hygiene and SRH can empower boys and men to challenge stigma and convince them of the need to be engaged to promote good MHM and SRH practices.

#### **2. Project summary**

Name of the project: Vietnamese girl leadership on menstrual hygiene management (GLM)

Project implementation period: from 01/08/2020 to 30/5/2023

Vietnamese implementing partners: Vietnamese Women Union, Provincial Women Union, Provincial department of education and training, district department of education and training

Location: Minh Hoa district, Quang Binh province and Ba Vi district, Ha Noi city

Number of direct beneficiaries: 27.880 young people in 17 primary schools, 20 secondary schools, 3 highschoools and 20 mother and daughter club in the community in Hanoi and Quang Binh.

Number of indirect beneficiaries: 224.000

### **Project objectives**

Through the program funded by Kimberly Clark, Plan International Vietnam will empower adolescent girls living in urban spaces and ethnic minority communities in remote rural areas to confidently and comfortably manage their period, making informed SRH decisions. The project will be implemented using four key interrelated and reinforcing strategies:

**Objective 1\_** Adolescent girls increase knowledge and capacity in MHM and broader adolescent health to confidently manage their period

**Result 1:** By the end of the project, adolescent girls participating in the program gain knowledge and confidence in their ability to manage menstrual hygiene within the context of adolescent healthy

**Objective 2\_** More enabling supportive, stigma-free, girl-friendly environment is achieved through increased support by schools, families and communities

**Result 2:** By the end of the project, schools, families and communities participating in the program support girls' efforts to construct a more enabling environment including girl-friendly sanitation facilities, and reduced stigma.

**Objective 3\_** School environments are more girl-friendly reflecting access to privacy and to MHM supplies a way that reduces stigma and supports girls' comfort and dignity.

**Result 3:** By the end of the project, schools and families increase support girls' access to menstrual supplies in a way that respects girls' comfort and dignity.

**Objective 4\_** Social and policy environment support MHM and broader sexual reproductive health of adolescent girls

**Result 4:** Girls engage in advocacy and influencing in support of girls' MHM goals within broader sexual reproductive health context.

### **3. Objectives of the endline evaluation**

#### **3.1. Purpose of the endline evaluation**

In the project proposal, it is planned that a endline evaluation will be conducted before the project's closure.

The purpose of the endline evaluation is to determine the extent to which project objectives have been achieved; as well as to better understand the successes, challenges and lessons in this project. Recommendations from the evaluation will be used for design and implementation of future project.

### 3.2. Scope of work

To address the specific objective, the evaluator will be expected to provide following specific questions:

- **Effectiveness:**
  - The extent to which project objectives have been achieved?
  - What factors supported or impeded the achievement of the project objectives?
  - How effectively the project has been able to work with formal and informal stakeholders, government agencies and members of local bodies in order to achieve outcomes/ objectives?
  - How the project engaged with young men, women, non-binary etc. youth and how their experiences differed?
- **Impact:**
  - Which positive, lasting effects and behavioral changes from perspective of educational system and behavior change can be perceived?
  - Were there any unintended effects of this project?
- **Sustainability:**
  - Which evidence indicates that the achieved effects will continue after the completion of the project?
  - To what extent are project's partners willing and able to take ownership of established processes and systems?
  - How the project has been able to support and build capacity of key target audience participating in the project?
  - How did the project coordinated with other Plan programmed, partner's and government's program working in same target area or on similar themes?
- **Relevance:**
  - How consistent were the project activities and its achieved effects with the needs of the beneficiaries and the requirements of the country?
  - Are the activities and outputs consistent with and/or contributed to the intended impacts and effects?
  - How well did the project adapt to changing external contexts over time?
- **Learning and improvement**
  - What were the key challenges experienced during project implementation and what were the lessons learnt?
  - Which additional programming options might be applied to complement or replace the program design to improve effectiveness and impact?
- **Scaling up**
  - To what extent is there potential for project results to be scaled up or duplicated at partners and other related stakeholders after the project end?
- **Gender and inclusion**
  - How successful were the applied gender and inclusion sensitive approaches in narrowing the gender gap?
  - In addition, the Consultant needs to understand and pay attention to Plan's gender transformative approaches (gender marker), to assess against 6 specific elements:
    1. Addressing gender norms throughout the life-course
    2. Strengthening girls' and young women's agency
    3. Advancing both the condition and position of girls, young women, and women

4. Working with boys, young men, and men to embrace gender equality and exercise positive and diverse masculinities
5. Responding to the needs and interests of girls and boys in all their diversity
6. Fostering an enabling environment for gender equality and girls' rights

***The technical proposal and the report will be closely aligned to the project indicator tracking table given in Appendix 1.***

#### **4. Users of the Evaluation**

Endline evaluation results are primarily for project partners from local to central levels Viet Nam Women's Union, Quang Binh and Hanoi Women's Union, Quang Binh and Ha Noi DoET to consider to maintain and scale-up to other schools in the districts, provinces and whole country. The endline evaluation results are also used by Plan International Vietnam in developing next phase of project and to report to Plan International United State of America.

#### **5. Methodology**

The project proposes to use a quasi-experimental design with quantitative and qualitative data collection at endline evaluation to evaluate the success of the intervention. The selected consultants are expected to be responsible for describing the overall evaluation design, developing tools, data sources to be used (including sampling), methodology and data collection tools that are best suited to the assignment and local context. The consultants/ experts are recommended to use multiple data collecting methods, such as:

- Desk review (external literature, key project documents): review the relevant documents, including the project proposal, resources and results framework, documentation, reports, and other relevant research.
- Direct observation
- Key informant interviews
- Questionnaires
- Focus group discussions

**The key assignment stages and deliverables are as follows:**

##### **Stage 1: Designing period:**

- Proposal of the final evaluation;
- Review the baseline survey tools and develop tools for final evaluation:
  - Tool # 1: Questionnaires for female
  - Tool # 2: FGD with teachers
  - Tool # 3: Questionnaires with parents
  - Tool # 4: KII with staff of partners, stakeholders and policy makers, including leaders of schools, DoET, Women's Union
  - Tool # 5: FGD with male and female students
  - Consent forms
- Tools pilot
- Ethical review and child protection

- Report outlines<sup>1</sup>
- Detailed timeline

Stage 2: Data collection period:

**Sample**

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 to ensure that necessary information can be collected. All data, qualitative and quantitative collected through the study must be disaggregated by sex and age. Both the sample size and revised tools will be discussed and agreed with PIV project team 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 PIV should follow table format below:

Data collection methods	Sample	Total
Questionnaires	With girls, parents	
FGD	With girls With boys Teachers	
KII	With partners and stakeholders Local government staff Partners and stakeholders	

Stage 3: Report writing period:

- The report in both English and Vietnamese
- The first draft of report: PIV will comment on the first draft of report.
- Receive comments from PIV to develop the second comprehensive report
- Final report based on further comments from PIV and Plan International US

**6. Key Deliverables**

List key deliverables expected from the evaluator(s) during the evaluation process are as below:

- Inception Report including:
  - an updated timeline;

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<sup>1</sup> Refer to appendix 1 for report outlines

- an evaluation matrix
  - detailed methodology, including draft sampling methodology and size;
  - draft data collection tools;
  - ethical considerations;
  - consent forms for any primary data collection;
  - (draft) methods for data analysis;
  - brief justification of the methods and techniques used (including relevant underlying values and assumptions/ theories) with a justification of the selections made (e.g. of persons interviewed).
- Draft Evaluation Report in English
  - Endline evaluation report in both English and Vietnamese (including Executive Summary)
  - Completed indicator table including values for all project indicators.
  - Presentation in final workshop one in Ha Noi and one in Quang Binh
  - Final Sampling methodology (including unit of sampling and sampling frame) and size
  - Final Data Collection Tools
  - Cleaned Data (including data files (e.g. Excel, SPSS), transcripts of qualitative data syntax/ code books etc.)
  - Completed Consent Forms (including for children and their caregivers and adults)

#### 7. Expected timelines:

The endline evaluation is tentatively initiated in last week of February and completed last week April 2023. Tentative timeline is as below:

Key stages/activities	Time frame	Responsible	Individuals Involved
Advertisement for consultant	6 -23/2	Selection board (PQD, PM PC, FO)	
Consultant selection	24-28/2	Selection board (PQD, PM PC, FO)	
Revise proposal and sign contract.	29/2-5/3	Consultant(s), PC	PQD, FO, Admin, PM
Desk review and Submission of Inception Report, including methods, data collection tools, timeline, etc. as above.	5/3-16/3	Consultant(s)	PC, PQD, PM
Preparations for Data Collection (tool testing, training of enumerators where applicable,	17-26/3	Consultant(s), PC	PQD

ethical or government approval for data collection)			
Data Collection	27/3-15/4	Consultant(s)	PC for coordination
Data Entry and Cleaning	16-20/4	Consultant(s)	PC
Data Analysis and report writing and submit draft 1 report	20-25/4	Consultant(s)	PC
Submission of draft 2 report based on comments from PIV	30/4	Consultant(s)	PM, PQD, USNO
Submission of final report based on comments from PIV and PIG, and all deliverables	5/5	Consultant(s)	PC
Presentation at sharing workshop	TBC	Consultant(s)	PC, PM
Management Response and Action Plan		PC	PQD

## 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. 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.

**Note:** Before implementing data collection, the consultants must get Ethics Approval by a recognised university or a national ethics committee or PLAN-Ethics Review Team (Feedback from ERT will be provided within 2 weeks timeframe from submission. For sensitive applications initial feedback may take longer, and there may be multiple rounds of feedback (with adequate time needed to action and review feedback/ revisions

## 9. Expected qualification and experience of consultant(s)

Consultants expected having qualification and experience as below:

- Proven experience in carrying out project evaluations, especial evaluation SRHR, gender, child rights, and women rights project/programme.
- Proficiency in qualitative methods of data collection.
- Proficiency in quantitative methods of data collection.
- Proven experience with data analysis.
- Proficiency in statistics.
- Advanced degree in social sciences, development studies, gender studies or relevant fields.

- Significant experience working in gender, monitoring and evaluation (baseline study, social research, use of participatory techniques).
- Knowledge on child rights and women rights.
- Knowledge on physical education in Vietnam is preferred.
- Excellent writing and speaking skills in both English and Vietnamese languages.

## 10. Applications

Interested consultant(s) should send proposal with the details as below:

- Technical proposal:
  - Detailed response to the TOR
  - Proposed methodology
  - Proposed timelines
  - Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
  - CVs
  - Samples of similar works done in the similar areas.
- Financial quotation  
An itemized budget which indicates the estimated persons to deliver all the required tasks, the total working days and consultancy rate. The fees will be negotiated and applied following Plan Vietnam regulation.
- Applications submitted to: [VNM.Procurement2@plan-international.org](mailto:VNM.Procurement2@plan-international.org)
- The applications should be submitted no later than: **15 h00 thursday, February 23<sup>rd</sup>, 2023**

Only short-listed teams will be contacted for interview. Interviews will be conducted at the Plan International office in Hanoi. The selected consultant(s) will be requested to sign Plan International Global Safeguarding Children and Young People policy and Anti-fraud, anti-bribery and corruption policy.

### Annex 1\_ Project M&E framework

Result code	Result statement	Indicator statement
SRHSA3.1.1	Children, adolescents and young people’s sexuality are viewed and understood positively and without stigma	The degree to which social and gender norms are supportive of CAY’s ability to make their own choices and exercise their rights related to sexuality
SRHO1.2	CAY have positive attitudes and self-confidence on SRHR, including harmful practices and other forms of GBV	% of CAY aged 10-18 who feel able to make informed decisions about their sexual and reproductive health



VNM-LDI-O-001.002	CAY have increased knowledge and understanding on SRHR, including HIV, harmful practices and other forms of GBV	% of CAY who have with basic, moderate and high levels of knowledge about menstrual health
SRHO1.5.1	CAY engage with their peers to discuss SRHR, and take actions to influence stakeholders on SRHR and / or challenge harmful practices	Degree to which peer educators express having the confidence and skills to educate and share information with peers on SRHR
VNM-LDI-O-001.003	Parents, primary caregivers and other family members have a good understanding of CAY's sexual and reproductive health and rights	% of parents, caregivers and family members that can answer a basic set of questions about menstrual health
VNM-LDI-O-001.004	Parents, primary caregivers and other family members support their CAY to make healthy and informed choices related to sexuality and marriage	% parents, caregivers and family members who support their daughters with menstrual hygiene/health management
VNM-LDI-O-001.005	Parent support and create favourable condition	% Parents, caregivers and family members are willing to contribute MHM activities at the schools and community
VNM-LDI-O-001.007	Communities and community leaders understand CAY's SRHR and consider positive alternatives to CEFM and FGM/C, and positive approaches to sexuality	Degree to which community/ school leaders that can answer a basic set of questions about menstrual health
	School sanitation system are accessible, safety for student to practice menstrual hygiene during their time at the schools	Degree to which of education authority (District education departments, Provincial education department) support to improve sanitation system if needed so that it satisfies girl's MHM friendliness including those with disability
SRHO6.2.3	Service providers; Health facilities take action to provide quality adolescent-friendly, gender-responsive and inclusive SRHR services	% of girls and young women reporting that the MHM materials received are acceptable and sufficient in quantity

## Annex 2\_ Beneficiary number

Beneficiary	Age	Expected number
<b>Direct number</b>		27,880
Adolescent girl	10-18	8,000

Adolescent boy	10-18	8,000
Teacher, community leader		1,680
Male		
Female		
Men and Women reach through social media	18-24	10,200
<b>Indirect number</b>		224,000
Girl, adolescent, mother	10-24	124,000
Boy, adolescent, father	10-24	100,000

### **Annex 3\_ 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:

## VI. Conclusions and Recommendations

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

## VII. References

- VIII. Annexes: Indicator Tracking Table with baseline data inserted Assessment tools, questionnaires, Raw data and interview protocols collected etc