



## **Terms of Reference Baseline Survey of the Disability Project**

**Location:** Vinh Linh district (Quang Tri province): Vinh Thai, Ho Xa, Trung Nam communes  
Duy Xuyen district (Quang Nam province): Duy Phuoc, Duy Hoa, Nam Phuoc communes  
Triệu Phong district (Quang Tri province): Trieu Tai, Trieu Thanh, Trieu Thuan communes

**Project:** Vietnam Disability Project

**Time:** May -June 2023

### **I. INTRODUCTION**

#### **I.A. Overview**

The Vietnam Disability Project (VDP) is comprised of two sub-projects, each of which is implemented by The Catholic Relief Services Viet Nam (CRS) and The Centre for Sustainable Rural Development (SRD). The project will be carried out in two districts in Quang Tri province and one district in Quang Nam province. Both sub-projects employ a common logical framework and are united by their shared purpose, objectives, expected results, and key principal questions.

At the beginning of the VDP project, a baseline study will be conducted to establish a benchmark for comparing the situation before and after the project. This baseline study is a critical reference point for assessing changes and impact later in the project. A participatory approach will be employed to utilize both qualitative and quantitative methods, including survey and focus group discussions (FGDs) which use the Asset - Based Community Development (ABCD) assessment tools. The results from the baseline study will be used to set up baseline values for the project indicators, which will be compared with those from the mid-term review (year 3) and final evaluation (year 5) to adjust any intervention plan and measure the achievements of project objectives and impacts.

#### **I.B. Project Background**

CRS is an international humanitarian agency based in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS began working in Vietnam in 1992 and established an office in Hanoi in 1994. CRS Vietnam assists local partners in the areas of inclusion of people with disabilities, Mine Action, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

SRD was established and registered as a member organization of the Vietnam Union of Science and Technology (VUSTA) with an operating permit from the Ministry of Science and Technology (MOST) dated March 30, 2006. SRD is a Vietnamese non-profit, non-governmental organization

that is dedicated to working with disadvantaged communities, assisting them to improve their quality of life and manage their resources sustainably.

The VDP project aims to support persons with disabilities, especially children, youth and women, to improve their capacity to enjoy safe living environment and improved education, health care and social services. The project will use ABCD approach to facilitate ownership of local stakeholders, build their capacity and enhance coordination among different sectors to bring changes to children, youth and women with disabilities. Building up capacity of persons with disabilities, and their families and caregivers, to be able to increase their effective participation in decisions affecting them is one of project strategies. The project will also work through local authority actors to strengthen duty bearers, service providers, and networks to more proactively include persons with disabilities and improve quality of services.

The direct participants of the CRS sub-project will be estimated as 1104 persons with disabilities living in Vinh Linh and Duy Xuyen districts, including: (1) 402 Children and youth with disabilities, with focus on girls with disabilities; (2) 373 Women with disabilities. Participants will also include the stakeholders in the system around persons with disabilities, including:

- 1104 Caregivers/parents
- 303 Service providers (health and education in particular)
- 30 Organization of persons with disability (OPD) club leaders
- 20 Employers
- 40 Government local authority representatives

The participants of SRD project is estimated as 636 persons with disability (of which 42 are children with disabilities) and their families members/caregivers; 3 commune health clinics; people's committees at district and 3 communes with 55 local staff and 30 community members, 3 clubs for people with disabilities.

## **Implementing Partners**

The implementation partners in three project sites (Vinh Linh district, Trieu Phong district of Quang Tri Province and Duy Xuyen district of Quang Nam Province) are as follows:

- The governing body is the District People's Committee.
- The project owner is the Office of the People's Council under the People's Committee of district.
- The district Project Management Board consists of members who are representatives of the District People's Committee, representatives of the Department of Labor, War Invalids and Social Affairs (DOLISA), the project accountant, the Department of Education and Training (DOET), the Department of Health/Center Health (DOH), Association of People with Disabilities, Women's Union, Youth Union.
- The commune executive board consists of commune leaders, labor officers, representatives of the Association of People with Disabilities, school administrators, leaders of health stations, women's unions, and youth unions.

## **I.C. Project Goal and Objectives**

**Goal:** Person with disabilities in Quang Tri and Quang Nam live independently, have their self-decision making and enjoy their rights to equal position in society

**Strategic Objective 1:** Improved physical and psychological well-being for children and youth with disabilities

- Intermediate Result 1.1: Person with disabilities, especially women and children, have improved capacity to protect and care for themselves.
- Intermediate Result 1.2: Caregivers can provide adequate care and education for Person with disabilities, including women and girls.
- Intermediate Result 1.3: Responsible duty-bearers (stakeholders) provide quality services of protection, care and education for Person with disabilities, especially for children and youth with disabilities

**Strategic Objective 2:** Greater economic inclusion for youth and women with disabilities

- Intermediate Result 2.1: Youth and women with disabilities have occupational skills appropriate to their needs and abilities.
- Intermediate Result 2.2: Person with disabilities and families benefit from different livelihood models that are appropriate to their needs, strengths and potentials.

**Strategic Objective 3:** Persons with disabilities play active roles and able to influence decision making.

- Intermediate Result 3.1: Person with disabilities and caregiver clubs play leading roles in promoting person with disabilities' voice and contribution to community matters as well as policies related to person with disabilities
- Intermediate Result 3.2: Person with disabilities and caregivers have competencies to actively participate in community decision-making and policies related to them.

**Strategic Objective 4:** Stakeholders are strengthened in providing and monitoring services for persons with disabilities.

- Intermediate Result 4.1: Local policies/protocols/procedures are more Gender Equality, Disability and Social Inclusion (GEDSI) responsive and disability inclusion.
- Intermediate Result 4.2: Local stakeholders have improved cooperation in supporting Person with disabilities.

## **II. PURPOSE/OBJECTIVES OF THE BASELINE SURVEY**

The purpose of baseline survey is expected to provide information on the social, healthcare inclusion, education and economic situation of children, youth and women with disabilities in target areas. Moreover, it is to collect baseline data on key performance indicators which will be used to measure progress over the course of the project implementation and to establish baseline values that will be used as a benchmark for the project performance evaluation.

Specific objectives of the baseline survey are:

- To set benchmarks for major project indicators which can be used as a point of reference for project performance evaluation.
- To provide information which can be used to plan and monitor the project throughout the implementation period.

- To identify/explore key focus areas for project intervention/implementation.

### **III. SCOPE OF THE BASELINE SURVEY**

The survey is expected to collect information to serve the following key indicators:

- # and % of persons with disability who are reported to have improvements in safety
- # and % person with disabilities reported to be able to practice more self-caring/serving activities/skills at home
- % children and youth with disabilities who reported that they have increased knowledge and confidence in preventing abuse and injury
- % of person with disabilities who have increased knowledge and skills in essential self-care appropriate for their ability
- # and % of person with disabilities who accessed disability support services report satisfaction in the quality of services
- # and % of Child protection standing groups with appropriate procedure to respond to child abuse, including abuse and discrimination against children with disabilities.
- # and % youth and women with disabilities reported having occupational skills appropriate to their needs and abilities
- # and % of person with disabilities and caregivers reported of being confident to share their opinions in community meetings
- % of person with disabilities and caregivers have knowledge of person with disabilities's rights and inclusion
- # stakeholders reported of being able to provide better quality services to person with disabilities
- % of local authority have understanding of GEDSI
- # of communes/districts reported of having improved cooperation between stakeholders in supporting person with disabilities

### **IV. METHODOLOGY**

The baseline survey will be conducted by external consultants in collaboration with the SRD and CRS project team and will utilize multiple research methods

The consultant will work closely with the CRS and SRD Program Managers and CRS MEAL Manager to design the methodology, which will involve identifying data collection methods, sampling strategies, and data analysis plans. CRS MEAL manager will be the lead in this consultancy work. The baseline may encompass a range of techniques, including but not limited to desk reviews of relevant project documents, focus group discussions, and questionnaires. All respondents involved in the assessment will be required to provide written consent before participating in the baseline survey.

The ABCD assessment tool will be used in baseline survey to gather information on a specific behavior or issue within a population. In this context, the tool is used to establish a starting point

or baseline measure for the behavior or issue of interest, which can be used to track changes over time.<sup>1</sup>

**Possible Data collection methods:**

1. Survey (with questionnaires): Survey involves asking respondents to answer a semi-opened questionnaire about a specific topic (health care, education, rights, law, and policy of person with disabilities). Note that the survey should use computer assisted personal interviewing (CAPI) methodology for data collection.
2. Focus group discussion which uses ABCD assessment tools to gain a deeper understanding of complex social issues, accessing diverse perspectives, generating new ideas, and testing research hypotheses.
3. Secondary data: Using existing data sources, such as government reports, academic journals, or social media posts.

**Sample size of baseline survey tentative:**

The details number of surveyed forms, Focus group discussion and In-depth interviews:

Stakeholders	Survey	FGD
Caregiver	270	9
Women with disabilities & menwith disabilities		9
Children with disabilities		9
Youth with disability (YwDs)		9
People in community (non-disability) (1/commune)		9
Service providers at commune level (2/district)		6
Service providers at district level (1/district)		3
<b>Total</b>	<b>270</b>	<b>54</b>

**V. EVALUATION TEAM**

The consultancy team should have one team leader and one team member, working together with the CRS & SRD project teams and CRS MEAL manager, in coordination with district, communal Project Management Unit team.

The consultancy team will be selected based on adequate skills, experience, and qualifications.

**Team leader:**

- Master’s Degree in a relevant field.

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<sup>1</sup> <https://resources.depaul.edu/abcd-institute/resources/Documents/WhatisAssetBasedCommunityDevelopment.pdf>

- At least 5 years of experience designing and conducting baseline surveys, evaluations for learning/documentation for non-governmental organizations (NGOs).
- Proficient with CAPI technologies such as KoboToolbox, etc.
- Ability to synthesize and succinctly summarize information.
- Experience and strong knowledge on development programs, especially Disability Program is a plus.
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Excellent oral communication skills and the ability to deliver high quality written reports in English and Vietnamese.
- Excellent analytical skills and ability to solve problems.
- Demonstrable experience in producing high-quality, credible evaluations, documentation.

### **Team member(s)**

- Bachelor's Degree in a relevant field.
- At least 4 years of experience designing and conducting baseline survey, evaluations for learning/documentation for NGOs
- Proficient with CAPI technologies such as KoboToolbox, etc.
- Experience and strong knowledge on development programs, especially Disability Program is a plus.
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Excellent oral communication skills and the ability to deliver high quality written reports.
- Excellent analytical skills and ability to solve problems.
- Good experience in contributing to high quality evaluation processes.

## **VI.REPORTING AND DISSEMINATION PLAN**

### **VI.A. Baseline Report**

The report will be written in English, then translated to Vietnamese, and should be written and presented in standard form to enable CRS and SRD to share internally and externally. Report's outline will compose the following contents:

- A title page.
- A list of acronyms and abbreviations
- A table of contents, including a list of annexes
- An executive summary
- An introduction describing the program's background and context.
- A description of the program, including the results framework or theory of change
- A statement of the purpose of the Baseline survey
- Key baseline questions or objectives and a statement of the scope of the survey, with information on limitations and delimitations
- An overview of the Baseline survey approach and methodology and data sources

- A description of the Baseline survey findings (Consultants will develop a detail outline for this part with the approval of both SRD and CRS)
- Recommendations based on the Baseline survey findings.
- Lessons learned and good practices based on the Baseline survey findings
- Appendices

## VII. SCHEDULE AND LOGISTICS

The intended time frame for the entire consultancy of the baseline survey is expected to run no more than total 31 days for consultant’s team leader and 27 days for team member. The desk assessment and completion of baseline survey plan with clear methodology, sampling strategy, and tools should be completed and approved by CRS & SRD before deployment to collect field data.

The consultant team will be expected to present their interim findings following field data collection and final presentation at the end of baseline survey with related stakeholders. Key activities are including but not limited to the followings:

- Desk review of all related documents.
- Develop detailed baseline survey plan with clear methodology, sampling, and tools to submit to CRS & SRD before deployment.
- Conduct field data collection and report writing.
- Facilitate and present findings at the baseline survey reflection meeting.
- Finalize report, including final presentation of results at the end of the project and responding to CRS & SRD comments and revision.

The following support will be provided to the consultant by CRS & SRD:

- Related project documents including Project Results Framework and Theory of Change, Project MEAL Plan; Project proposals and project agreements with implementing partners; CRS quarterly donor reports; Partner quarterly progress reports; Beneficiary Service Delivery Indicator reports; Donor Requirement Compliance Checklist
- Transport, accommodation, meals, and other logistical considerations to be coordinated by consultant (s) or SRD/CRS upon the agreement of three parties during consultant recruitment and contract signing.
- Interviews and meetings with project participants at commune and district (e.g., person with disabilities, schools, commune health stations, club, service providers, etc.) will be coordinated by CRS Vietnam/SRD in consultation with consultants.

Timeline of the baseline survey is tentatively scheduled as below:

Action steps	Person responsible	Estimated number of days needed to complete		Target completion date
		Team Lead	Team member	
Desk review	Consultants	2 days	2 days	May 25, 2023

Design the baseline survey plan with clear methodology, sampling strategy, tools	Consultants, in consultation with CRS/SRD Project team / CRS MEAL team	4 days	4 days	May 31, 2023
Data collection – 9 communes	Consultants, CRS/SRD Project officers (POs), MEAL Officer	13 days <i>(Collect data 4days/district, round up 13 days for 3 districts)</i>	13 days	June 13, 2023
Data analyzed and report writing	Consultants	8 days	8 days	June 22, 2023
Participatory partner reflection sessions	Consultants	1 day		June 23, 2023
Final report completed	Consultant	3 days		June 30, 2023
<b>Total</b>		<b>31 days</b>	<b>27 days</b>	

## VIII. DELIVERABLES

Consultant(s) is expected to deliver the following deliverables during the contract period:

1. Detailed Evaluation Plan and Methodology in English and Vietnamese. This should be included but not limited to:
  - Qualitative evaluation methods
  - Evaluation Schedule
  - Data Analysis methodology and framework, Method planning table (evaluation questions, methodologies, sources and tools, etc.)
  - Interview or FGD guides for each stakeholder group.
  - ABCD assessment tools
2. FGD notes and expanded field notes as per CRS and SRD's template, and audio records.
3. Data analysis matrix in Vietnamese
4. Facilitation plan and presentation for the reflection session in English and Vietnamese
5. Baseline survey report in English and Vietnamese, considering suggestions and changes recommended during the review/validation process.

## IX. ETHICAL CONSIDERATIONS

The baseline survey team must ensure that the baseline survey adheres to ethical guidelines as outlined in the American Evaluation Association's (AEA) Guiding Principles for Evaluators. A summary of these guidelines is provided below:



1. Informed Consent: All participants are expected to provide verbal informed consent following standard and pre-agreed consent protocols. For children respondents (under 18 years) in the qualitative assessment, written parental consent is required for each child participating.
2. Systematic Inquiry: Evaluators conduct systematic, data-based inquiries.
3. Competence: Evaluators provide competent performance to stakeholders.
4. Integrity/Honesty: Evaluators display honesty and integrity in their own behavior and attempt to ensure the honesty and integrity of the entire evaluation process.
5. Respect for People: Evaluators respect the security, dignity and self-worth of respondents, program participants, clients, and other evaluation stakeholders. It is expected that the evaluator will obtain the informed consent of participants to ensure that they can decide in a conscious, deliberate way whether they want to participate.
6. Responsibilities for General and Public Welfare: Evaluators articulate and take into account the diversity of general and public interests and values that may be related to the evaluation.

## X. APPLICATION PROCEDURE

Interested parties are requested to submit the proposal in English:

### 1. Technical proposal:

- Expression of Interest (1-page maximum)
- A concise technical proposal
- A tentative work plan.
- Curriculum vitae (CVs) demonstrating relevant capacity and experience.
- Minimum 2 references for similar assignment
- Example of previous similar work {weblink or portable document format (PDF)}

### 2. Financial proposal:

- Propose consultant fee with a detailed breakdown of the daily rate in Vietnam dong, including Personal Income Tax (PIT) and travel-related expenses.

### 3. Method for submission:

- Proposals should be duly signed, stamped (for companies), and submitted to CRS's email: [vn\\_rfp2@crs.org](mailto:vn_rfp2@crs.org)
- **Closing date for submission: by 12 May 2023**
- Only shortlisted applicants shall be contacted for an interview before contracting.