

## Terms of Reference

### Child Labor Study in Vietnam ACE project

#### 1. Introduction to the ACE project

Viet Nam has committed to undertaking measures to tackle child labour through laws, policies and institutional support. Viet Nam has recently made significant achievements in the fight against child labour, establishing a strong legal framework aligned with international labour standards, and implementing a number of programs and projects to counter child labour nationally and locally. Viet Nam has joined and ratified international treaties including ILO's Worst Forms of Child Labour Convention No. 182 (1999) and Minimum Age Convention No. 138 (1973) to ensure the implementation of children's rights. The Decision No. 782/QĐ-TTg issued by the Prime Minister on May 27, 2021, granted approval of the Program on prevention and reduction of illegal child labor (CL) in the 2021-2025 period, with orientations toward 2030. Goals of actions for prevention, detection, intervention and child support in case of illegal child labor and towards children at high risk of becoming child laborers are clearly defined in this program.

However, child labour in Viet Nam persists despite these efforts, especially in the informal sector of the economy. According to the results of the national survey<sup>1</sup> on child labor in 2018, there are 1,031,944 children/youth ages 5-17 participate to 17 in child labor, which (accounts for 5.4% of the total number of children in this age group; of the over 1 million children who participate in child labor, 20.1 % work more than 40 hours a week. 519,805 children in engage in heavy, dangerous and hazardous jobs (50.4% of child labor). Statistics from this survey also showed that the sectors that employ the most children are the agriculture sector, followed by construction of houses of all types, production of garments, and restaurants and mobile catering services; the same sectors engage the most in hazardous child labor. This results in harmful effects on children's health and psychological development, limits their school attendance and inhibits their transition to decent productive work.

The ACE Project (Against Child Labor) is implemented by World Vision Viet Nam from October 2021 to September 2024. Key implementation partners are local government agencies at national level (MOLISA – Ministry of Labour and Social Affairs), provincial and district level (DOLISA, the Police, DOJ – Department of Justice), commune levels (CPCs – Child Protection Committees, mass organizations, local community groups /Community Based organizations), and private sector (informal and small-scale formal business enterprises and institutions). Following are the key Project goal, objective and outcomes:

*Overall Goal: To contribute to the elimination of WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam*

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<sup>1</sup> Viet Nam national child labour survey 2018 - key findings. Child labour statistics: Viet Nam National Child Labour Survey 2018 - Key findings. (2020, December 15). Retrieved May 5, 2023, from [https://www.ilo.org/hanoi/Whatwedo/Publications/WCMS\\_764357/lang--en/index.htm](https://www.ilo.org/hanoi/Whatwedo/Publications/WCMS_764357/lang--en/index.htm)

*Project Level Objective: To strengthen the capacity of the Government of Vietnam to address WFCL, including OSEC, and violations of acceptable conditions of work*

*Outcome 1: Improved enforcement of the legal framework and policies pertaining to WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam*

*Outcome 2: Improved assistance services for victims of WFCL, including OSEC*

*Outcome 3: Strengthened partnerships to accelerate progress in addressing WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam*

## **2. Rationale and Purpose of the study**

**Rationale:** The existing Child Labor data of the national report is from five years ago. Several factors may have caused changes within Vietnam including the Covid-19 pandemic and the economic slowdown of Vietnam during the period of 2020 to 2023. The existing report was analyzed at national level and is useful to orient ACE project data (i.e., explain or provide some proxy comparisons or trends), but is insufficient to understand the prevalence of child labor at the local/provincial level. In addition, the existing Child Labor Survey (ILO, 2018) focused on children ages 5-17, whereas local partners of the ACE project are more concerned about child labor among children ages 10-17. Local partners in the three project provinces believe that children 10-17 represent a more vulnerable group of children at risk of Child Labor. This lack of local evidence means there isn't a solid basis for formulating local policies and programs, for creating awareness on Child Labor among law enforcement agencies and communities, or to decide which sectors or interventions to prioritize.

**Purpose:** To provide statistical data on child labor prevalence among entire population in three project provinces of Danang, Quang Nam, and Dien Bien that will guide evidenced-based decision making around the policies and interventions of the ACE project and project partners.

**Study question: What is the prevalence of child labor in three project provinces of Quang Nam, Danang and Dien Bien?**

Responding to this broad question will provide more detailed answers to sub-questions on the Child Labor prevalence by rural vs. urban; boy vs. girl; poor vs. non-poor; Ethnic minorities vs. Kinh majority<sup>2</sup> etc.; and the major influencing factors for children and caregivers engaged in Child Labor. The ACE project area covers a dynamic array of households' income: About 50 % of the population are rural and rely on agricultural production including crops and animal husbandry (Dien Bien Province). A few communities live on fishery and/or small-scale handy-craft production. Around 50 % of households belong to big cities (Danang and Tam Ky) where there is tourism and related services. The study will investigate the prevalence of Child Labor cases aggregated by major economic sectors (e.g.; Agriculture, domestic work, tourist services, unregistered /informal private productions and services etc.).

## **3. Methodology and Methods**

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<sup>2</sup> Local child protection monitoring system can provide lists of families of poor/non poor and other anthropology elements.

This is a Child Labor Survey (CLS) where “*the primary objective is to measure the prevalence of child labour. The survey will also study variations in this prevalence by geographical location, type of area (urban-rural), household type and characteristics, the household’s employment and income situation, the children’s age and gender, and similar factors*”<sup>3</sup>. This is one-off survey and will employ a household survey method of data collection. In addition, an intensive document review will precede data collection utilizing project assessment reports including the Baseline Survey report, Local Capacity Assessment to address child labor, Assistant Services Assessment, Partnerships Assessment, and results of Child Monitoring conducted in all project communes by local collaborators, among others. The results from the document review of project reports and other secondary data will be used to formulate the study design, survey questionnaires, and to verify the data from the household survey.

Survey sampling: The survey team will use sampling techniques appropriate for child labor surveys using guidelines from <https://www.dol.gov/sites/dolgov/files/OASP/legacy/files/Child-Labor-Survey-Resources.pdf>. The sampling design will be developed based on the consultant’s expertise and the available information (population distribution, clusters/stratums list, lists of sample units availability etc.) from the field. The project M&E Lead will work alongside with the consultant team in sample design process. However, the two-stage cluster survey sampling may need to be considered given the complex population distribution in project locations.

Add Sampling Frames:

Data collection: Structured household questionnaires will be administered by a local consultant and the ACE M&E Lead. The survey will use KOBO Toolbox <sup>4</sup> or similar free digital survey platforms to gather and store data. This will save time for data gathering, entering and allow quality monitoring the data collected. An international consultant will design the questionnaires and related tools with support from the local consultant who will be responsible for translating all data collection tools and protocols into Vietnamese, including the test of survey questionnaires. A field survey supervisor will be recruited to support the local consultant in facilitating the work of a data collection team comprising of 6-8 enumerators. All organizational and logistical work will be the responsibility of ACE field staff. Project local partners will provide space for field data collection and any organizational support as needed.

Data Analysis: For the household survey, the consultant team of both local and international consultants will complete data cleaning and analysis using SPSS or similar statistics applications, and the findings will be presented in Excel and Word. Data Logs, Syntax, and output files should be submitted by consultant and be replicable. Results of document review and KIIs will be documented in tables/notes to inform findings and discussions of the survey findings. (Refer to guidance on data cleaning and analysis in <https://www.dol.gov/sites/dolgov/files/OASP/legacy/files/Child-Labor-Survey-Resources.pdf> )

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<sup>3</sup> The approach of CLS is to differentiate it from Laboring Children Survey (LCS) as suggested in the ILO manual guide (P11-12; [ILO CL Survey Sampling](#))

<sup>4</sup> It is more popular and free survey platform used by WVV

Data collection and data use will need to follow WV’s Information Security and Safeguarding Policies that will be part of the orientation to consultants and interviewers before proceeding the work. ACE project will ensure this practice with the support from WVV P&C staff.

#### 4. Expected outcome and deliverables

The study is expected to provide answers to the main study question with aforementioned sub-questions on the prevalence of child labor with in the project areas (See the purpose of the study). This CLS report is different from existing project reports (e.g.; Child Labor Baseline KAP survey, Capacity Mapping and Development of local partners etc.) by providing creditable quantitative data on CL prevalence and related factors. Specific deliverables include:

- An inception report with a comprehensive study design that stipulates study questions, definitions of study concepts, types of data to be collected, methodology and methods of data collection, and other technical considerations including a tentative implementation plan. (In English);
- A set of data collection tools and related protocols (in both English and Vietnamese);
- Cleaned raw data of household survey (database, data analysis summary) and results of desk reviews (in English);
- A provisional report in English to invite inputs/comments from WV and possible partners;
- A PP presentation on key findings and recommendations to the project team (in English);
- A final report in English and Vietnamese (including appendices in either English or Vietnamese). Checklist for clear reporting is available at: <https://www.dol.gov/sites/dolgov/files/OASP/legacy/files/Child-Labor-Survey-Resources.pdf>. pp. 80-81.

#### 5. Work plan and Level of Efforts from Consultants

Although the team of two consultants will work together in producing each of the deliverables, the international consultant will play the responsible role for all expected deliverables in the below table.

Task	Deliverable	Timeline	International consultant LOE (day)	Local consultant LOE (day)
1.Document review and Inception report	Document review summary & Inception report (including technical design, tentative implementation plan etc.)	Week 1-2 of June 2023	6	2
2.Preparing necessary tools for data collection	Questionnaires, sample frames, survey protocols, field agenda, logistical plan	Week 2-3 June 2023	10	3

3. Testing tool in Vietnamese and finalizing field plan with project M&E Lead	Final questionnaires, survey protocols, field agenda and logistical plan Questionnaires in KOBO interface	Week 4 June 2023	1	6
4. Field data collection in three provinces including training for enumerators	A raw database in Excel Training materials A summary report of data collection implementation	Week 1- 2 July 2023	2	16
5. Cleaning data & analysis	Clean raw database and raw data tables/graphs	Week 3 July 2023	3	-
6. Developing provisional report in English	Draft report	Week 3-4 July 2023	8	1
7. Finalizing report in English	Final report and all appendices	August 2023	3	1
8. Translating report into Vietnamese	Final report in Vietnamese	Week 2 September 2023	-	5
Total			33	34

## 6. Coordination between consultant team and WVV

The consultant team will work closely with ACE project, especially the M&E Lead in undertaking all tasks of this study. The M&E Lead will be available for meeting between the international and local consultant, if necessary, to provide both technical and organizational supports to the followings:

- Accessing to all project technical documents and guidance including research policies and guidance from US DOL;
- Mobilizing project's- and partners' resources in preparing sample frame, mobilizing respondents, solving any issues of logistical arrangements for field data collection;
- Ensuring study design (questions, sample frame, tools, data analysis frame etc.) will meet the needs of ACE project and related local partners;
- Coordinating feedbacks from related stakeholders, e.g.; WVV, WVUS, ACE project team, and project key partners.
- Providing facilities and resources for local consultant to conduct field test, using KOBO toolbox for survey, training possibilities and so on.

WVUS will provide technical support in reviewing the ToR, Inception Report, and the draft report of this study. There will possibly have an online working group between WVUS, ACE project and consultant team to ensure feedbacks are provided timely and addressed adequately.

## 7. Consultant Requirement

We will need a team of an international consultant who will play the role of team lead, and a local consultant who will support the team lead in assigned tasks including, but not limited to what is

described hereinafter. The two consultants will need to form a technical team to apply for the job and work together during the study implementation. It is the responsibility of the international consultant to choose and team up with a local consultant for the purpose. However, World Vision Vietnam will process two separate contracts and make payments to each of the consultants based on the financial plan and individual contract conditions.

**a. International consultant**

**Role and Responsibility:**

- Take the leading role in the whole process of application, designing, implementation and reporting. The international consultant will be the contact point in working with ACE project staff in all issues related to this job;
- The international consultant will take key responsibilities (heavy engagement) in designing the study e.g.; the inception report including sampling, questionnaires and related survey tools/guidance; in ensuring the quality of data cleaning and analysis; and in writing study report in English.
- The international consultant will provide support and guidance (light engagement) to the local consultant in preparing survey sample frame, tools translation and test, developing field work agenda, training to data collection team, implementation of field data collection and other technical issues that deem necessary for the team to complete the job.
- The international consultant will work with the local consultant to ensure quality and timeliness of all aforementioned deliverables.

**Required qualification**

- Master degree in social sciences or any related field;
- At least 5-year experience in research field in Vietnam or any Southeast Asian countries;
- Demonstrated expertise in designing and conducting quantitative survey in international development projects in child protection, child labor, social protection etc.;
- Strong experiences in quantitative data management and analysis;
- Excellent report writing skill, in English (native English speaker is preferable);
- Excellent critical thinking and interpersonal communication skills;
- Ability to work under pressure, as an individual and in a team;
- Knowledge of Vietnam development context and Vietnamese is an advantage;

**b. National consultant**

**Role and responsibility**

- Support the international consultant in implementing all related tasks;
- Be the key responsible for developing sample frame, translating survey tools, testing questionnaires, organizing logistics for field data collection, providing training and supervision of data collection, translating final report into Vietnamese;
- The local consultant will sign a separate contract with WVV for his/her job including a package of expenses for field data collection (e.g.; hiring enumerators,

travelling to field, paying allowances/transportation support to respondents and other expenses). WVV ACE project will validate the field expense package in a contract before the local consultant will be able to proceed payment at the field.

- Under the support the international consultant and ACE Project M&E Lead, the local consultant will provide all measure to ensure quality and timeliness of all aforementioned deliverables.

### **Required qualification**

- Vietnamese national with good command of English
- Master degree in social sciences or any related field;
- At least 5-year experience in development projects by INGOs in Vietnam;
- Experiences in quantitative method of data collection and field work;
- Excellent interpersonal communication skills;
- Ability to work under pressure, as an individual and in a team;
- Knowledge of KOBO tool box or any other online survey platforms is preferable;
- Strong knowledge and skills to work with government and non-government organizations at local levels.

### **8. Financial requirement**

The consultant team is required to submit a financial proposal with two parts:

#### Part I: Consults' fees

- International: 33 days x \$
- Local: 34 days x \$

*\* Total cost for both international and local consultant should not exceed \$20,000 US*

#### Part II: Field work expense

The local consultant with his/her best knowledge is to provide detailed expenses for related costs to implement the field data collection. The proposal is based on assumption of doing around 600 interviews in project locations (see the project map in annex 1). The local consultant will fill in the attached file to estimate the costs that will be reviewed and validated by ACE project later on after signing the consultancy contracts. The template is available in annex 2.

### **9. Application Information**

Interested candidates are invited to submit application to [WVV\\_recruitment@wvi.org](mailto:WVV_recruitment@wvi.org) with Subject: Child Labor Study Consultancy for ACE project-WVV

### **Deadline for submission: 15<sup>th</sup> June 2023**

Applications should be submitted by one international consultant as team lead that include:

- i) Expression of Interest;
- ii) A technical proposal including proposed methods and a work plan
- iii) Financial plan as guided in section # 8

- iv) CVs demonstrating relevant capacity and experience including 2 references
- v) One example report written by the team lead for any studies or evaluations with household quantitative survey on Child Labor, Child Protection, Social protection, community development, child wellbeing or other related themes.

*WV is an equal-opportunity employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.*

**Annex 1 – Project Map**

