

## TERMS OF REFERENCE

### Consultant(s) for Project Mid-term Evaluation “Decreasing Gender –Based Violence in Ethnic Communities in Northern Vietnam”

#### 1. Background

##### 1.1. Hagar International in Vietnam

Hagar, established in 1994, is a specialist trauma-informed care agency that works primarily with women and children suffering from trauma as a result of human trafficking, slavery and abuse. Hagar International in Vietnam (henceforth Hagar Vietnam) was launched in 2009 in response to the growing magnitude of human trafficking and exploitation in Vietnam and evidenced needs of survivors. Today Hagar implements programs in Afghanistan, Cambodia, Singapore, and Vietnam; and through partners in Myanmar and the Solomon Islands. In 2023, Hagar Vietnam reached more than 79,988 people directly and indirectly through our five 2023-2025 strategic goals: Heal survivors, Scale prevention efforts, Increase capacity to impact, Promote awareness and influence systemic change, and Empower and equip survivors.

Hagar Vietnam responds to the needs of vulnerable women and children to receive multi-sectoral trauma-informed support and social services to heal and recover. We build awareness of families and local authorities on the impact trauma has upon survivors, and survivor-friendly strategies to prevent re-traumatization.

Aligned to our strategic goals, our key activities include:

- **Heal:** The Whole Journey project, which provides multisector support and access to social services for survivors.
- **Prevention:** We work through local authorities to build community knowledge about rights, national legislation, and the need to protect vulnerable women and children from human exploitation, violence, and abuse.
- **Partner:** We scale up the impact of our work, by building the capacity of partners, including the Vietnamese Government’s Women Union and like-minded agencies, to deliver Hagar’s specialized model of trauma-informed care in their own work.
- **Empower:** We seek to build the leadership skills of survivors and facilitate opportunities for them to increase their voice and agency at community, national and international levels.
- **Influence:** Field experiences evidence advocacy and influencing efforts, to strengthen national legislation and implementation standards, whenever we can.

##### 1.2. “Decreasing Gender –Based Violence in Ethnic Communities in Northern Vietnam” Project

From July 2022 to June 2024, with funding of from the Department of Foreign Affairs and Trade of Australia, Hagar Vietnam has implemented the project “Decreasing Gender-Based Violence in Ethnic Communities in Northern Vietnam”, which aims to raise awareness within the community and promote healing for those affected by gender-based violence, trafficking, and vulnerability through activities: building capacity, life skills training, livelihood supports and technique, raising

awareness events on gender-based violence prevention topics. In the 1<sup>st</sup> phase of project (2022-2023), the activities were implemented in 04 communes, Van Yen district. In the 2<sup>nd</sup> phase (2023-2024), there are 02 new communes in Tram Tau district delivered project interventions. The project aims to achieve the following outcomes:

- ✚ **Outcome 1:** Survivors/ highly vulnerable persons and their dependents living in households that pose a diminished risk to GBV.
- ✚ **Outcome 2:** Build commune institutional capacity for sustainably managing GBV.

Besides the mentioned objectives, systemic changes, which are related to reporting and responding mechanism(s) developed/strengthened during the project implementation, will also be evaluated.

## 2. Details on Work Assignment

### 2.1. General information

<b>Assignment Title</b>	Consultant (s)
<b>Projects</b>	Decreasing Gender –Based Violence in Ethnic Communities in Northern Vietnam
<b>Contract Type</b>	Consultant/Trainer
<b>Duty Station</b>	Yen Bai Province
<b>Contract Duration</b>	June 2024 – July 2024

### 2.2. Objectives

- To validate project achievements against the implementation plan and results framework;
- To have an overview of gender issues in the projec area for useful inputs for the interventions in the future .
- To have recommendations for any adjustment of approach, strategy implemenation, measurement of indicators of project’s goal, outcomes, outputs;
- To be the foundation for project impact assessment after the project implementation period

### 2.3. Scope of work

#### 2.3.1. Expected outcomes

The consultant (s) will deliver including but not limited to the following:

- An assessment report on the overall project results is given, in which:
  - The project appropriateness; effectiveness; efficiency; impacts (positive and negative if any); sustainability and lessons learned are all assessed.
  - Good practices, focusing but not limited to relationship between culture and gender and its effects to GBV issues and project implementation in 06 targeted communes.
- Recommendations/proposals to maintain, improve and replicate the results of the project in the next phases.

- Facilitate a validation cum planning meeting for the next year(s) of the project implementation

### 2.3.2. Methodology

- The consultant(s) is required to submit a technical proposal, composing methodology, budget and timeline to Hagar for selection process.
- The selected survey consultant (s) will prepare a detailed technical proposal, composing clear methodology, survey questionnaires and tools as well as an implementing plan in partnership with and approved by Hagar. The mid-term survey will apply both quantitative and qualitative data collection methods.
- Timeframes for data collection will need to be reviewed by our partners - the Yen Bai Women's Union, and mutually agreed upon.

## 3. Deliverables and Timescale

### 3.1. Deliverables

- Research tools (semi-structured questionnaire, the guideline for FGDs; the guideline for IDIs)
- 01 draft report in Vietnamese for HAGAR's comments
- 01 presentation for validation and planning meeting in Vietnamese
- 01 final report in both Vietnamese and English
- All collected data including clean data, recordings, participants' answer sheets, notes, participants' signed consent forms and photos from the field trips.

### 3.2. Timescale

No	Deliverables/Outputs	Estimated duration to complete	Implementation Timeline
1	Detail technical proposal with clear research tool and work plan approved by Hagar	04 days	1 <sup>st</sup> and 2 <sup>nd</sup> week of June
2	Field data collection	06 days	3 <sup>rd</sup> week of June
3	Draft report based on the field data analysis	05 days	4 <sup>th</sup> week of June – 1 <sup>st</sup> week of July
4	Prepare presentation and facilitate validation and planning meeting for next year	3 days	2 <sup>nd</sup> week of July
5	Final report in Vietnamese and English	3 days	3 <sup>rd</sup> week of July
<b>Total Days (Estimated)</b>		<b>21 days</b>	

## 5. Accountability and Structure

- The role is accountable to Program Manager and Project Officer (s) of Hagar International in Vietnam.
- The consultant (s) must closely work with Hagar's project staff, Program Manager, and

partners and other project consultants if needed to ensure the appropriate contents, effective methodology and tools and the prompt timeframe of deliverables.

## 6. Duty Station and Travel

The survey will take place in Van Yen and Tram Tau districts, Yen Bai province.

## 7. Consultant fee and Payment

### 7.1. Consultant fee

Negotiable with proposed timeline and according to Hagar financial policies

### 7.2. Payment & Payment Schedule

The payment will be paid by bank transfer after the work completion and deliverable(s) approved by Hagar Vietnam and in 2 times:

- 40% after Hagar’s approval for Draft report based on the field data analysis
- 60% after satisfactory completion, approval of final reports

## 8. Qualification

<b>Education</b>	- Consultant (s) with Master degree and professional background on social sciences and related sectors.
<b>Experience</b>	- A minimum of 05 to 07 years of relevant experience is required - Experience in reviewing and evaluating projects which provide prevention and protection for victims of human trafficking - Experience on organizational development and project design.
<b>Competencies</b>	Having experience working in activities or programs on working with Gender Based Violence (GBV) and/or GBV victims (Obligatory)
	Skills on designing evaluation’s tools, methodologies, skills on problem identification and analysis, reporting (Obligatory)
	Having knowledge about laws and policies in GBV and support GBV victims (Preferable)
	Having experience working with local officials in interview process (Preferable)
	Experience in supporting GBV prevention and responding in Yen Bai province (Preferable)
	Having knowledge of gender and gender-based violence (especially domestic violence, human trafficking and sexual abuse) (Preferable)
	Experience working directly with people who have gender violence (Preferable)
	Having practical experience in victim-centered approaches (Preferable)
	Ability to work effectively cross-culturally

<b>Other Requirement (if any)</b>	<ul style="list-style-type: none"> <li>- References from past work (similar to this assignment)</li> <li>- Willingness to take direction from Hagar International, in regard to client and child protection, client and consultant (s) safeguarding, security, etc.</li> <li>- Consultant (s) will be required to Hagar policies and procedures that protect individuals, families, and communities and take a strong client-centered approach</li> </ul>
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**9. Application package:**

Interested consultant(s) should send their profile to Hagar International in Vietnam via [vietnam@hagarinternational.org](mailto:vietnam@hagarinternational.org). The profile should include an application letter explaining your interest in the consultancy, why you are the most suitable candidate for this position, updated CVs, draft technical proposal and propose daily consultancy rate.

The closing date for application is 26<sup>th</sup> May 2024. Hagar International Foundation is an equal opportunity organization. We strictly adhere to safeguarding policy and child protection practices. We will conduct background checks, including criminal record checks throughout the selection process where possible. Women and people with disabilities are strongly encouraged to apply. Applications will be treated confidentially. Due to the volume of applications that we receive, only short-listed candidates will be contacted and CVs cannot be returned.

**10. Approval**

<b>Prepared by</b>	<b>Reviewed by</b>	<b>Reviewed by</b>	<b>Approval</b>
<b>Nguyen Thuy Duong</b> Project Coordinator	<b>Pham Thi Ngan</b> Finance and Human Resources Manager	<b>Nguyen Thi Mai Anh</b> Program Manager	<b>Giang Thi Thu Thuy</b> Country Director
Date:	Date:	Date:	Date: