

TERMS OF REFERENCE

Consultant(s) for Project Baseline Survey

“Increase economic resilience and empowerment for women and children 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. “Increase economic resilience and empowerment for women and children in Northern Vietnam” Project

From December 2023 to March 2027, with funding of from the Ministry of Foreign Affairs and Trade of New Zealand (MFAT), Hagar Vietnam has implemented the project “Increase economic resilience and empowerment for women and children 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 and human trafficking prevention topics. The project areas include 07 communes (Thanh Chuong district), Nghe An province and 03 communes (Van Chan & Tram Tau districts), Yen Bai province. The project aims to achieve the following goal and outcomes:

Goal: Economic resilience and empowerment for women and children in Northern Vietnam affected by gender-based violence (GBV) and human trafficking (HT) is increased through government capacity enhancing, service improvement and social behavior change and communication.

Long term Outcomes

Outcome 1: The GBV and HT social protection and prevention are increased among the national and sub-national mechanisms.

Outcome 2: The GBV and HT survivors are protected and provided support timely and effectively.

Mid term Outcomes

1. Capacity at national, Provincial, District and Commune levels strengthened to respond to GBV/HT
2. Hagar will build multi-stakeholder knowledge about trauma, and the impact of trauma on vulnerable women using trauma informed care (TIC) tools and behaviors
3. Vulnerable women and their children have access to resources through livelihood activity

Short term Outcomes

- 1.1 Established national referral mechanisms will be utilized to ensure women have access to relevant social services, multi-agency coordination and social protection and law enforcement will better hold men accountable for their actions.
- 2.1 Adequate and relevant up-to-date communication materials disseminated through appropriate channels, and capability building conducted to strengthen Emergency Response Teams (ERTs), Women’s Union and the education sector.
- 3.1 Cooperation and engagement with Women’s Union, Farmers Union, and Department of Agriculture to improve economic empowerment models.

2. Details on Work Assignment

2.1. General information

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|--------------------------|-----------------------------------------------------------------------------------------|
| Assignment Title | Consultant (s) |
| Projects | Increase economic resilience and empowerment for women and children in Northern Vietnam |
| Contract Type | Consultant (s) |
| Duty Station | Yen Bai & Nghe An Provinces |
| Contract Duration | Aug-Oct 2024 |

2.2. Objectives

The purpose of the baseline survey is to collect evidence and knowledge of the current situation among the project beneficiaries regarding the outcome expectations and to confirm and/or make the adjustment to project interventions. The specific objectives of the baseline assessment are as follows:

- ❖ To provide benchmark information for measuring project achievements and impact. This will be achieved by establishing baseline values for each outcome indicator (as indicated in the project's results framework) that serves for before-and-after comparison with the different project evaluation terms.
- ❖ To identify gender and culture differences and norms that potentially constrain the project achievements.
- ❖ To provide recommendations on the overall project's interventions in terms of designing and planning the project's activities, with potential adjustment in interventions.

2.3. Scope of work

The baseline survey will be summative and will employ a participatory approach whereby discussions with and surveys of key stakeholders provide and/or verify the substance of the findings. The survey should be based on a mixed method approach to data collection and analysis, employing various forms of evidence to triangulate gathered information. The studies will take place in Nghe An and Yen Bai and involve a stratified sampling to capture the target groups' baseline perceptions, attitudes, and perspectives on inter-ethnic relations, collaboration, and trust in local authorities in the selected areas.

2.3.1. 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 baseline survey will apply both quantitative and qualitative data collection methods.
- The consultant(s) also provide training with the interview team before field data collection
- Timeframes for data collection will need to be reviewed by our partners - the Yen Bai Women's Union and Thanh Chuong People's Committee, and mutually agreed upon.

2.3.2. Deliverables

- Research tools (semi-structured questionnaire, the guideline for FGDs; the guideline for IDIs)
- 01 draft report in Vietnamese for HAGAR's comments
- 01 final report in English
- Analysis syntax, result tables and/or codebook for both qualitative and quantitative collected data, with consideration on intersectionality including gender, ethnicity/race, age, class or education

- All collected data including clean data, recordings, participants' answer sheets, notes, participants' signed consent forms and photos from the field trips.

3. Timescale

| No | Deliverables/Outputs | Estimated duration to complete | Implementation Timeline |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------|
| 1 | Desk review and Development of baseline study protocol including: methodology, sampling strategy, sample size, data collection tools, analysis plan, field work plan and report outlines | 04 days | 4 th week of August |
| 2 | Field data collection | 06 days | 1 st - 2 nd of week of September |
| 3 | Draft report based on the field data analysis | 04 days | 3 rd of September |
| 4 | Final report in English | 03 days | 4 th week of September |
| Total Days (Estimated) | | 17 days | |

4. 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.

5. Duty Station and Travel

The survey will take place in Van Chan and Tram Tau districts, Yen Bai province and Thanh Chuong district, Nghe An province.

6. Consultant fee and Payment

6.1. Consultant fee

Negotiable with proposed timeline and according to Hagar financial policies

6.2. 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

7. Qualification

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| Education | - Consultant (s) with Master degree and professional background on social sciences and related sectors. |
| Experience | <ul style="list-style-type: none"> - 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 Gender-based violence and human trafficking - Experience on organizational development and project design. |
| Competencies | <p>Having experience working in activities or programs on working with Gender Based Violence (GBV) and Human Trafficking (HT) and/or GBV/HT victims (Obligatory)</p> <p>Skills on designing evaluation’s tools, methodologies, skills on problem identification and analysis, reporting (Obligatory)</p> <p>Having knowledge about laws and policies in GBV, HT and support GBV, HT victims (Preferable)</p> <p>Having experience working with local officials in interview process (Preferable)</p> <p>Experience in supporting GBV, HT prevention and responding in Yen Bai and/ or Nghe An province(s) (Preferable)</p> <p>Having knowledge of gender-based violence and human trafficking (Preferable)</p> <p>Experience working directly with people who experience gender based violence and human trafficking(Preferable)</p> <p>Having practical experience in victim-centered approaches (Preferable)</p> <p>Ability to work effectively cross-culturally</p> |
| Other Requirement (if any) | <ul style="list-style-type: none"> - References from past work (similar to this assignment) - Willingness to take direction from Hagar International, in regards to client and child protection, client and consultant (s) safeguarding, security, etc. - Consultant (s) will be required to Hagar policies and procedures that protect individuals, families, and communities and take a strong client-centered approach |

8. Application package:

Interested consultant(s) should send their profile to Hagar International in Vietnam via vietnam@hagarinternational.org. The profile should include 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 on 20th August 2024. Hagar International is an equal opportunity organization. We strictly adhere to safeguarding policy and child protection practices. We will conduct the background check, 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.

9. Approval

| Prepared by | Reviewed by | Approval | |
|--------------------|-----------------------|-------------------------------------|---------------------------|
| Ho Ha My | Nguyen Thi Yen | Pham Thi Ngan | Giang Thi Thu Thuy |
| Project Officer | Project Officer | Finance and Human Resources Manager | Country Director |
| Date: | Date: | Date: | Date: |