

TERMS OF REFERENCE

Endline Survey and Final Evaluation

**Project “Ensuring adolescent girls LEARN and STAY PROTECTED
from sexual and gender-based violence in COVID-19” for the period from 2023-2025**

Location: Meo Vac District and Yen Minh District – Ha Giang Province, Vietnam

Project Duration: 01 March 2023 – 28 February 2025

Endline Survey and Final Evaluation conducting period: **11 November 2024 to 29 January 2025**

1. About Plan International

Founded in 1937, **Plan International** is a development and humanitarian organisation that advances children’s rights and equality for girls. We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International Vietnam has been working in northern and central Vietnam since 1993. Our work supports marginalised children and youth, especially adolescent girls, to grow up physically and mentally healthy and ready to shape their future. We create an enabling environment and empower girls to be active drivers of change in realising their rights.

2. Project Background and Objectives

During the COVID-19 recovery, ethnic minority (EM) children still deal with challenges and difficulties in terms of ensuring the education rights of children and child protection from various forms of sexual and gender-based violence (SGBV), such as Child, Early and Forced Marriage (CEFM) and child abuse. According to the UNICEF Report 2021, with early marriage often resulting in school drop-out and out-of-school children facing a higher risk of CEFM, the fact that the rate of girls and boys aged 11-14 years being out of school was much higher for ethnic minority adolescents compared to the national average (28.6 % for H'Mong children and 8,1% for the average), which can be seen as both a cause and/or effect of a higher incidence of CEFM.¹ Incidents of SGBV, such as online sexual abuse, and CEFM increased during and post-COVID-19 pandemic due to school closures and students' increased use of online platforms that expose them to increased levels of SGBV risk. Related issues of gender-based violence against EM children, especially adolescent girls still exist as per the above analysis.

The project’s main objectives are to improve adolescent girls’ and boys’ knowledge and abilities to access education at selected schools and prevent GBV. It also supports schools, communities of Yen Minh and Meo

¹ UNICEF: Children and Social-Economic Development for the Period of 2020-2030, 2021.

Vac districts of Ha Giang province, and the local education sector in target districts in improving an environment that allows adolescent girls' and boys' attendance at schools to continue, after the COVID-19 epidemic, with child-friendly spaces and enhanced educational services. Therefore, the project works both on the demand side by strengthening the awareness and agency of adolescents, parents, caregivers and teachers to understand children's issues in emergency response; and on the supply side by strengthening the capacities of school staff and leaders of DOET to address children issues such as Child Early and Forced Marriage (CEFM), GBV and school drop-out through the school setting.

Objectives:

Protecting adolescent girls from sexual and gender-based violence and keeping them at school is one of three main programmes under Plan Vietnam's Country Strategic Plan 2021-2027.

Overall, the project aims to improve adolescent girls' agency to exercise their rights to education and protection from sexual and gender-based violence in COVID-19 and beyond. The project aims to target *4,755 children aged 10-18* and *4,483 adults* as direct beneficiaries.

By the end of February 2025, the project has **three** specific objectives (SO):

- **SO1:** Strengthening knowledge and resources of adolescent girls to learn and protect themselves from SGBV
 - o **Result 1.1:** Ethnic minority adolescent girls and boys age 10 to 18 have enhanced knowledge and skills to challenge gender norms on girls education and child early and forced marriage;
 - o **Result 1.2:** Ethnic minority adolescent girls age 10 to 15 supported to continue their education through improvement of facilities at lower secondary semi/boarding schools;
- **SO2:** Supporting families and communities to challenge harmful gender norms and assist adolescent girls to learn and stay protected from SGBV
 - o **Result 2.1:** Parents of adolescent girls age 10 to 18 have enhanced understanding about girls rights to education and protection from CEFM;
- **SO3:** Working with governments and humanitarian actors to ensure adolescent girls can access education and protection services
 - o **Result 3.1:** District DOET and schools are engaged actively to promote gender-responsive child protection and education rights of adolescent girls
 - o **Result 3.2:** School counselling rooms are strengthened to be the first trusted address for ethnic minority adolescents to prevent and respond to SGBV

The project location is in the 02 districts **Yen Minh** and **Meo Vac** in Ha Giang Province, with urgent supports for education and child protection at particular **8 secondary schools of 8 communes** including *Lao Va Chai, Huu Vinh, Sung Thai, Mau Long, Lung Chinh, Giang Chu Phin, Can Cu Phin and Lung Pu.*

3. Endline Survey and Final Evaluation (ESFE) Focus

3.1 Purpose of ESFE:

The purpose of the assignment is to carry out an endline survey and final evaluation of the project intervention at the project communes using indicators given in Appendix 1 in order to assess how far and to

what extent the project has realized its overall project goal, to evaluate the project after two years of intervention, to identify key lessons learnt, and make concrete and feasible recommendation.

3.2 Evaluation Criteria: Based on the endline data collection to be done by the consultants, we expect the consultants to address the results of the project and evaluate the interventions against the criteria as per [MERL Policy](#) in [Appendix 2](#) of Plan International’s evaluations as follow:

- **Relevance:** How well did the project adapt to changes in the external context, especially as the occurrence of the Covid 19 pandemic had been just over (or natural disasters in the provinces) over time and aligned with locally defined needs and priorities?
- **Coherence:** How consistent is the project with Plan International Vietnam’s strategy?
- **Effectiveness:** The extent to which the intervention achieved against the baseline, as reflected in the indicators. What evidences do we have?
- **Efficiency:** To what extent were the results achieved on time and with a minimum of resources? Was the project activity implementation (modality), considered to have been value for money, while not compromising quality?
- **Impact:** How gender transformative was the project and did it create enduring changes in norms (including gender norms) and systems? Does the evidence indicate policy enforcement and social change? Are there any negative or unintended effects that the project may have caused?
- **Sustainability:** Which evidence indicates that the achieved effects will continue after the completion of the project? Which positive effects and behavioural changes can be perceived? If not, what needs changing in future?
- **Child rights, gender and inclusion:** To what extend has the project promoted participation of children, particularly girls and young women and adults and supported their involvement as actors of change?

3.3 Endline survey and Final Evaluation Scope

The ESFE is expected to be conducted in two selected communes of each district. The are 02 targeted district: Meo Vac and Yen Minh. The selection of surveyed communes is suggested as follows:

- Option 1: two communes / schools that were selected in the baseline and two other target communes / schools for the case of counterfactual is needed.
- Option 2: four target schools that were selected in the baseline.

The selection of these communes and sampling should clearly be justified in order to get relevant information from the right targeted beneficiaries according to the indicator matrix (Appendix 1).

4 Users of the Endline Survey and Final Evaluation

The intended users of this ESFE are Plan International Germany, Plan International Viet Nam, project stakeholders, and relevant partners and also the donor Beiersdorf.

Dissemination of findings:

Findings of the endline survey and final evaluation will be disseminated to donor, the project stakeholders and beneficiaries in order to get their feedback/comments. Dissemination activities will be logistically organized by PIV through project’s workshop among project partners, stakeholders and beneficiaries. It is

expected that at the end of their assignment, the consultants, in collaboration with PIV, facilitate a presentation at a workshop with project stakeholders and/or consult to finalise communication materials to present the findings from this mission.

5 Methodology

5.1 Methods for Data Collection and Analysis

The consultants are expected to be responsible for describing the overall endline survey and final evaluation design, data sources to be used (including sampling), methodology and data collection tools that are best suited to the assignment and local context. The methodology will include both qualitative and quantitative data collection methods and will consider both primary and secondary data sources. Information from these different sources will be triangulated to increase its validity. This methodology should be in direct response to the Evaluation Questions and be further unpacked in the Inception Report by the evaluator once the evaluation is underway. The consultants are required to use different 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 design and methodology should be clearly justified and agreed with PIV M&E team, project team at the beginning of the consultancy. The consultants are also expected to provide child friendly and simple methods so that youth and adolescents, vulnerable people can fruitfully participate.

Please note that the method for Data Collection and Analysis of Endline Survey should be consistent with the method used in the baseline survey. E.g the endline surveys will be implemented exactly as the tools have been done in the baseline survey. This toolkit has been done with Baseline consultants, Endline consultants can use them for this endline surveys. Apart from that, it is necessary to develop more qualitative questions and quantitative tools to evaluate the project based on 6 development assessment criteria (DAC).

5.2 Sample

The consultants will be expected to propose an appropriate sampling evaluation 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, age, disability and ethnicity. Both the sample size and revised tools will be discussed and agreed with PIV project team before the commencement.

This ESFE will cover representations of project stakeholders, policy makers, government authorities, social service workers, community members, women and men, children and young people in Yen Minh and Meo Vac Districts of Ha Giang Province, including:

- Adolescents aged 10-18, particularly girls and vulnerable groups (such as different ethnic groups, people with disabilities...);
- Parents/carers of adolescent girls aged 10-18;

- Education authorities, local authorities, school managers and teachers will work as the primary duty bearers as they are working with students;

Child protection stakeholders at all village, commune, district and provincial level, and other allied services (Helpline operators, counsellors, journalists) effectively contribute to the child and family protection system as per their mandate.

This is the overview of direct and indirect project participants:

Beneficiaries – without double counting							
Direct Beneficiaries				Indirect Beneficiaries			
Children (<18)		Adults (>18)		Children (<18)		Adults (>18)	
Girls	Boys	Women	Men	Girls	Boys	Women	Men
2,268	2,487	2,285	2,198	3,200	3,300	3,700	3,100
4,755		4,483		6,500		6,800	

* Sample size submitted to PIV should follow table format below:

Data collection methods	Sample	Note	Total
Questionnaires	With men, women (people with disabilities included if possible) ○ parents/caregivers of 10–18-year-old girls ○ school staff + leaders	Already participated in the baseline survey and project activity	
	With adolescent girls and boys: ○ students (50% girls, 50% boys) (girls or boys with disabilities included if possible)		
FGDs	With adolescent girls (girls with disabilities included if possible) With adolescent boys (boys with disabilities included if possible) With parents and caregivers (people with disabilities included if possible) Local government staff, school teachers, school counsellors and members of community-based child protection mechanisms	Already participated in project activity	
KII	With adolescent girls and boys: ○ students (50% girls, 50% boys) (girls or boys with disabilities included if possible)		
	With men, women (people with disabilities included if possible) ○ parents/caregivers of 10–18-year-old girls ○ school staff + leaders		
Case stories	03 stories: *02 stories of adolescent girls who participated in our project activities.		

	<p>*1 story of an adult who include local authority/women union officers/village head or parents. These stories will be collected during data collecting process or FGD sessions, and will be used later in the project's report.</p>		
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Please note that: The consultants could also identify and suggest additional or excluded stakeholders that they feel are important to involve to ensure they get the information they need to answer the Evaluation Questions.

6 Ethics and Child Protection

PIV 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 (Appendix 3) and our Global Policy on Safeguarding Children and Young People (Appendix 4). 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. The consultant(s) shall clearly justify the used method and the tools with cautious consideration to the sensitivity of the topic and work with adolescents so that the Ethic Committee will accept it and issue the Approval.

A risk assessment will be conducted by the PIV safeguarding focal points and the consultant team before implementing the endline survey and final evaluation to mitigate foreseen risks for children, youths and participants in the survey.

Please note that: Before implementing data collection, the consultants must firstly understand and sign the Plan International's Child and Safeguarding Policy; Second, the consultants must get Ethics Approval by a recognised university or a National Ethics Committee or PLAN-Ethics Review Team (Feedback from PLAN-Ethics Review Team will be provided within 4 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)).

7 Key Deliverables

The consultants are expected to provide the following key deliverables:

7.1. Inception Report (in English)

The consultants shall submit an Inception Report after signing of the agreement detailing on the endline survey and final evaluation methods, tools and work plan. It should include:

- the Sample Evaluation Matrix (Appendix 5 Sample Evaluation Matrix)
- an updated timeline;
- detailed methodology, including draft sampling methodology and size;
- data collection tools;
- ethical considerations;
- consent forms for any primary data collection;

- (draft) methods for data analysis;
 - brief and concise 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).
- 7.2. Draft Report including an Indicator Tracking Table** with endline data inserted. Language of Draft report: English BUT the Executive Summary in Vietnamese for project partners’ review and feedbacks.
- 7.3. Final Report including Executive Summary in English and Vietnamese** – with Relevant comments from key stakeholders must be well integrated in the final version. Including the compulsory followings:
- 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)
- 7.4. Facilitating the dissemination of findings from the endline survey and final evaluation with the ppt presentation in English and Vietnamese in the Closing Workshop:** The consultants will present the key findings of the evaluation as validation session at the project final workshop to project beneficiaries, all project partners, and other relevant stakeholders.

8. Timeline and Estimated Working Days

The consultancy team (02 persons) is estimated to be undertaken within the whole **49 days from 11 November 2024**. A detailed timeline will be worked out jointly with the consultants after recruitment but a preliminary timeline for the key deliverables is:

Task/ Deliverable	Deadline	Who involved	Estimated No. of working days (for the whole consultant team)
Submit proposal	10AM 6/11	Independent Consultants	
Selection (Shortlisting, Interviewing candidates), Contract	11/11/2024	Project team (PU, PC, FC), PIV team: M&E Team Leader, Grant Manager, Gender and Inclusion Team Leader, Procurement	
Inception report in English (<u>Toolkit in Vietnamese and English</u> Vie & Eng)	14/11/2024	Selected Consultants	06 days
Commenting on Inception Report	20/11/2024	Project team, PIV team and GNO	

Task/ Deliverable	Deadline	Who involved	Estimated No. of working days (for the whole consultant team)
Piloting tools	22 /11/2024	Selected Consultants Project team	01 day
Revision of Inception Report, Toolkit and finalized package for Ethics Review Application	26/11	Selected Consultants	01 day
Ethics Review process and Approval	26/11-13/12/2024	Selected consultants and Project team	
Field work including training for enumerators (2 members*5.5 days = 11 days)	16 – 22/12/2024	Selected Consultants, Project team	11 days
Data entry, cleaning, and analysis, writing Draft Report and the Presentation in English.	02/01/2025	Selected Consultants	4 days
Submission of draft report in Eng. + Presentation in Eng. on Key findings for Closing Workshop to PIV			
Commenting the Presentation on Key findings for Closing Workshop	07/01/2025	Project team, PIV team and GNO	
Revision of the Presentation on Key findings for Closing Workshop	8/1/2025	Selected Consultants	01 day
Presentation in Vie & Eng. of the findings in the Closing Workshop (02 members*0.5 day=1 day)	09/01/2025	Selected Consultants	01 day
Commenting Draft Report	15/01/2025	Project team, PIV team and GNO	
Submission of the Revised Report with Executive and annexes in Eng. and Vie	20/01/2025	Selected Consultants	08 days
Commenting on the Revised Report with Executive and annexes in Eng. and Vie	24/01/2025	Project team, PIV team and GNO	
Finalization final report with Executive in Eng. and Vie and all deliverables			6 days
Submission of final report with Executive in Eng. and Vie and all deliverables	29/01/2025	Selected Consultants	N/A

9. Budget

The consultants are required to propose a detailed budget (including Personal Income Tax) for this consultancy together with a technical proposal, and submit to PIV for review and approval. The budget should include number of working days and detailed daily rate for the lead consultant(s) and in-country team members, fee for reviewing Ethics Approval, taxes. The consultancy fee does not include traveling, field work and logistic costs that will be paid for directly by Plan International Vietnam.

Milestone / Key deliverables	Amount to be paid (%)	Expected Timeframe
Submission of Ethical approval and approval of the Inception report, final data collection tool	20%	11.12.2024
Submission of Draft Final Report, Completion to present the Key findings in the Closing Workshop	40%	09.01.2025
Submission and approval of Final Report and all Deliverables that passes Plan international's criteria of quality and completeness	40%	29.01.2025

The budget will be covered by project at the budget line: Conduct a final evaluation of the project.

FAD: VNM100518 – Output Code (FAD): 2303

Funded Program: VNM100518-4.1

WBS: VN10598-VNM1-048-2303-19

10. Management

Consultant(s) will conduct the endline survey and final evaluation based on the workplan and methodology agreed with Plan International Vietnam.

Project Coordinator in PIV Country Office will be the focal person to coordinate the consultant hire, work plan, methodology and review reports to ensure the report meets criteria.

Provincial Partnership Manager (DPPM) at Ha Giang 2 Program Units is the focal persons and responsible to coordinate and arrange the field work, meetings, invite key relevant stakeholders for interviews, FGDs ... during field data collection as well as input comment during finalization of the reports.

11. Qualifications and Experience of the Consultants

PIV is looking for a consultant (preferable a team of two members) with strong records in conducting evaluation related to community development and empowerment, participatory development and methodologies, asset-based community development, gender-based violence, child marriage prevention, youth activism, particularly in Vietnamese and mountainous, ethnic minority community's context. The consultants/ experts will need respect and credibility within the field, excellent knowledge of monitoring and evaluation in theory and practice, and a good understanding of policy work.

The Evaluation Team will be consisting of 01 senior consultant as Team leader and 01 consultant as team member/data collector (preferred with gender balanced team)

Required Competencies:

- Demonstrable expertise (10-15 years) in conducting external evaluations, with mixed-methods evaluation skills and having flexibility in using non-traditional and innovative and participatory

evaluation methods; meet deadlines and respond to requests and feedback provided timely and appropriately

- Demonstrable expertise (5-10 years) on community participatory development and empowerment, asset-based community development, community engagement and policy advocacy, GBV with gender sensitizing.
- Experiences on gender and human rights-based approaches, digital communication, youth-led, inclusion as well as awareness on child protection and child rights issues.
- Excellent and demonstrated understanding of Global Safeguarding Children and Young People policy and ethical issues in research.
- Strong analytical skills and previous experience in data entry using statistical analysis software;
- Experience in undertaking participatory research and consultations
- Knowledge of Vietnam governance and cultural context.
- Knowledge of women's and children's rights: previous experience conducting research with children and vulnerable groups would be considered an asset;
- Excellent and demonstrated understanding of Child Protection and ethical issues in research.
- Excellent written and verbal communication and reporting skills in English.

Contact

Consultants/ experts who are interested in taking this consultancy, please submit the proposal package in English via email to NhomMuaSam.Mot@plan-international.org. The deadline for submitting the proposal package will be **no later than 10:00 AM on 6th November 2024**. Only short-listed consultant groups will be contacted for interview.

12. Applications

Interested applicants provide a proposal covering the following aspects:

- Response to the TOR (Expression of interest should not exceed 02 pages, outlining how the Consultant(s) meets the selection criteria and how their project final evaluation proposal meets these TOR)
 - A detail technical proposal, which features mission design and implementation schedule/work plan with specific time frame, proposed methodology, ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
 - CVs
 - 03 Example of previous work and Name of 3 referees
 - Detailed budget.
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PLEASE ACCESS 4 APPENDIXES (from 2 to 5) IN THIS [LINK](#). Below is the appendix 1.

APPENDIX 1:

Objective		Indicator
Outcomes/ Specific objectives	SO1	Strengthening knowledge and resources of adolescent girls to learn and protect themselves from SGBV
	Ind_01.1	# and % of children and adolescents who demonstrate knowledge of SGBV risks and behaviours
	Ind_01.2	# of children and adolescents supported by the project to access educational opportunities, including onling and remote learning
	SO2	Supporting families and communities challenge harmful gender norms and assist adolescent girls to learn and stay protected from SGBV
	Ind_02.1	# and % of parents and caregivers who report positive parenting practices
	Ind_02.2	# and % of parents and carergivers who report supporting their children’s education
	SO3	Working with governments and humanitarian actors to ensure adolescent girls can access education and protection services
	Ind_03.1	# and % of trained social workers who demonstrate key competencies required to prevent and respond to cases of violence against CAY
	Ind_03.2	# and % of trained education actors, including teachers, demonstrate key competencies to address school-related SGBV and other bvarriers to girls’ education.
Outputs/ Results	Result 1.1	Ethnic minority adolescent girls and boys age 10 to 18 have enhanced knowledge and skills to challenge gender norms on girl education and child early and forced marriage
		% of respondents stating they believe that men and women or girls and boys are equal/should be treated equally
		% of respondents stating they believe that gender divisions of labour are not natural and can be changed

	Result 1.2	Ethnic minority adolescents' boys and girls age 10 to 15 supported to continue their education through improvement of child-friendly spaces at semi/boarding schools
		% of boarding students stating that their living and learning conditions are improved over the last year
		% of boarding schools have child protection mechanism in place
	Result 2.1	Parents of adolescent girls age 10 to 18 have enhanced understanding about girls rights to education and protection from CEFM
		% of parents with girls from 10-18 YO can understand the minimum ages for girl's marriage
		% of parents with girls from 10-18 YO can understand opportunity cost of CEFM
	Result 3.1	District DOET are engaged actively to promote gender-responsive child protection and education rights of adolescent girls
		% of schools in the district have applied the part and full model of GRS so far
		% of teachers and school managers understand what the risks of sexual abuse are for girls, and what measure can help control the risks
	Result 3.2	Quality of School counselling rooms are enhanced to be the first trusted address for ethnic minority adolescents to prevent and respond to SGBV
		% of students stating that they think the school counselling is helpful to them in dealing with their issues related to gender-based violence
		% of teachers can understand challenges and difficulties of girls accessing to primary and lower secondary education in their specific context