



## TERMS OF REFERENCE FOR NATIONAL CONSULTANT

<b>Title:</b>	<b>Post Knowledge, Attitude and Practices survey - Building Child Centered Disaster Resilient Communities in Kon Tum and Quang Tri province, Vietnam</b>	
<b>Account line</b>	<b>PO: 3948/5K11/2200 - BL: 5.2</b>	<b>Time: March – April 2015</b>

### 1. Background

Plan Vietnam was established in 1993, is an international child centered community development organization. Plan is working in partnership with local people; organizations and government bodies to help children in Vietnam meet their basic needs as well as expand their opportunities to reach their full potential.

Plan Vietnam is implementing an OFDA funded project through project objective and main results as the following:

#### Goal

To reduce vulnerability and increase the coping capacities of populations living in areas most affected by recurrent natural disasters in Vietnam.

**Principal Objective:** To reduce vulnerability and increase the coping capacities of populations living in the areas most affected by recurrent natural disasters in Vietnam.

**Specific Objective:** To increase resilience in local communities and institutions through the active engagement of community members (particularly women, children and other vulnerable groups) in activities to better prepare for, mitigation and respond to natural disasters.

**Result 1.** Local populations (at least 50% women, children, ethnic minorities and wider community) living in disaster prone areas have increased awareness of local disaster risks and coping mechanisms

**Result 2.** Eight communes have increased preparedness to cope with and respond to disaster risk through participatory planning, enhanced early warning systems, and small-scale mitigation works at the local level

**Result 3.** Local authorities (at Provincial, District, and Commune level) in Kon Tum Province and Quang Tri province in extension phase have increased capacity to implement CBDRM in line with the national program on CBDRM

**Result 4.** CBDRM and Climate Change Adaptation (CCA) best practices are documented in the province and contribute to the National Program on CBDRM, in collaboration with other INGOs working on CBDRM in Vietnam

This project commenced in June 2012 in Kon Tum province and extended to Quang Tri province in second phase from July 2014. In the second phase, the Project will cover 8 communes in 2 provinces including: Ba Long, Hai Phuc, Huc Nghi, A Doi, A Xing, Pa Tang (QT) and Ngoc Tem, Dak Nen (KT). Plan Vietnam is about to conduct the pre and post-survey at household and institutional level in line with defined indicators

### 2. Objectives of the end-line survey

A post KAP survey will be conducted from March to April 2015 with the same methods and sample at the end of the project to make the comparison of before-after intervention, compared with pre-KAP results conducted in October 2014. The objectives of end-line survey are to measure project intervention impact in relation to the change in knowledge, attitude and practice.

### 3. Methodology and sample size:

- Quantitative Questionnaires, randomly selected in 04 villages in each commune, 05 communes in 03 districts of two provinces (accounting for 60% of the targeted communes)
- At grass-root level: 120 interviewees per commune: 80 adults and 40 children interviewee per commune. Total: 600 interviewees (50% of the interviewees should be women; 50% of the interviewees should be living under the poverty line according to MOLISA criteria)
- At institutional level: 40 Governmental and mass organization staffs, including: Committee for Flood and storm at province, district and commune level, Department of Education and Training at district level, Red Cross at communal level, Women's Union at communal level, Principle of school, teacher, leader of People's committee (50% of the interviewees should be women)

### 4. Scope of work

- To review relevant documents related to this survey, including the project document, list of indicators and sample of pre KAP survey conducted by Plan in the beginning of the project, for background information of this mission. Documents will be provided to the consultant by Plan.
- To draft and discuss with Plan the agreed design of the study methodology and sampling method
- To prepare a detailed plan for implementation of the pre KAP survey, including technical design and preparation, training of data gathered, field data collection, data entry, data cleaning and analysis, as well as reporting and presentation of the final report to Plan
- Training of data collectors from the project areas and monitor during data collection.
- Use SPSS or any other analysis software to analyze the baseline data collected from 05 communes of which one commune of Kon Plong district (Kon Tum province) and 04 communes of Huong Hoa and Dakrong district (Quang Tri province). The analysis will generate holistic statistics information on knowledge, attitudes and practices of target groups. Statistics will be divided by gender and comparisons between the intervention and control communes in each province to highlight the true contribution of the project.
- To write a narrative report (not more than 40 pages with appendixes) and the outline of report should refer to Annex 1.

### 5. Proposed timeline

No	Activities	Timeline	Responsibility
1	Review and revise questionnaires, methods, sample cluster selection & translate	4 <sup>th</sup> week of Mar 2015	Consultant
2	Set-up data storage system	1 <sup>st</sup> week of April 2015	Consultant
3	Provide training to data collectors	2 <sup>nd</sup> week April 2015	Consultant
4	Conduct survey	2 <sup>nd</sup> week April 2015	Consultant and data collectors
5	Data entry/filter and analysis	2 <sup>nd</sup> week of April 2015	Consultant
7	Final report	4 <sup>th</sup> week of April 2015	Consultant

### 6. Expected deliverables from the consultant

- Proposal with questionnaires, methods, sample cluster survey principle, timeframe and budget;
- Data storage system in excel or SPSS or any other analysis tools available and applicable;
- Training on data collection for data collectors;
- Data analysis;
- Final report.

## **7. Requirements for the consultant**

- University degree in social sciences and statistics; Communications experience is preferred.
- Have excellent experience/knowledge in conducting both quantitative/qualitative researches/surveys, especially in KAP study;
- Demonstrated supervisory and training skills;
- Demonstrated ability and skills to analyze and report research findings in a related field;
- Previous documented research experience in the areas of Disaster Risk reduction preferred;
- Good command of English (written and oral).
- Good knowledge of MS Word, MS Excel and SPSS software.
- Good data analysis, report writing in Vietnamese and English, and presentation skills;
- Experience in working with local authorities where the baseline survey will be conducted;
- Ability to meet required date of report's submission.

## **8. Budget:**

Accountline: PO: 3948/5K11/2200 - BL: 5.2

Applicants need submit before **5:00 PM of 23 March 2015** via email to Plan International in Vietnam: [hieu.gianghoang@plan-international.org](mailto:hieu.gianghoang@plan-international.org) and [Trang.ToThiMinh@plan-international.org](mailto:Trang.ToThiMinh@plan-international.org)

## ANNEX 1 - PROPOSED STRUCTURE OF REPORT

**Title page**

**Acronyms and Abbreviations**

**Table of Contents**

**List of Tables and Charts**

**Acknowledgement**

**Executive summary** (to gain familiarity prior to reading the report, or as a summary for those who will not ready read the entire report)

- Should not be more than 3-4 pages
- Clearly organized structure (Introduction, issue, need for the deep review, findings, conclusions and recommendations)
- What are the aims
- What are the key findings
- What are the strengths and weakness of the study

**I. Introduction**

**II. Overview**

- Covers the background information,
- Need for this deep review
- Objectives of the deep review

**III. Scope of the deep review** (Including accuracy and limitations)

- Clearly stating what the deep review is looking at
- Clear categorization

**IV. Methodologies**

**V. Findings/ results:**

**VI. Conclusions and Recommendations**

- Conclusions
- Recommendations
  - Tools and methodologies should be considered to apply
  - Process should be considered to apply
  - Others

**VII. References**