TERMS OF REFERENCE
Pre Knowledge, Attitude and Practices survey

PO reference: VNM100383-VN09939-5046-033-1190-01
Time frame: September – October 2015
Project title: Fostering Resilience and Safe Schools in Vietnam

Background

Plan International 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 International Vietnam is implementing a project, funded by Norad, aiming at building school and community resilience in the context of natural disasters and climate change in Quang Tri province, with the following expected outcomes:
- Increased capacity of targeted schools to respond to natural disasters through applying the safe school implementation model
- Children, youths, and communities are better prepared to plan for and mitigate the impacts of climate change-related disasters through improved planning and preparedness.
- DRR and CCA components are mainstreamed into local government Social Economic and Develop Plans (SEDPs) securing investments in future prevention and mitigation activities.
- Increased cooperation with the Government at national level (Ministry of Education and Training - Ministry of Education and Training-MoET) on the adoption and implementation of the safe school model and its application in disaster prone areas of the country

The project is implemented in 3 districts (Dakrong, Huong Hoa and Trieu Phong) of Quang Tri province. Plan International Vietnam plans to conduct a pre-KAP survey at school, household and institutional level in line with defined indicators in order to capture the pre-intervention built extended situation in 04 targeted communes.

Overall objectives of the baseline survey
• To quantitatively assess the existing schools', households' and institutions' disaster preparedness capacity, including knowledge, attitude and practices toward the reduction of risks and losses from natural hazards and climate change.
• To quantitatively assess the existing children's, youths' and other community groups' knowledge, attitude and practices toward the reduction of risks and losses from natural hazards and climate change.
• To provide performance indicators to serve the measurement of changes before and after the project.

Suggested methodology for the survey
• Quantitative questionnaires, randomly selected in 04 villages in each commune, 4 communes in 03 districts of Quang Tri province.
• At the grass root level: 120 interviewees per commune: 60 adults and 40 children interviewees per commune. Total: 400 interviewees (50% of the interviewees should be women; 50% of the interviewees at household level should be living under the poverty line according to MOLISA criteria)
• At the institutional level: 30 Governmental and mass organization staffs, including: Committee for Flood and storm, Red Cross, Women's Union, Principle of school, teacher, leader of People's committee (50% of the interviewees should be women)

Scope of work: The consultant in collaboration with Plan staff:

- To review relevant documents related to this survey, including the project document, list of indicators and sample of previous KAP survey conducted by Plan in the previous 2 DRR projects, for background information of this mission. Documents will be provided by Plan.
- To draft and discuss with Plan the design of the study methodology and sampling method.
- To prepare a detailed plan including technical design and preparation, training of field data collection, data entry, data cleaning and analysis, as well as reporting and presentation of the final report to Plan
- To provide training for field data collectors from the project areas and quality control during data collection.
- To statistically analyze the baseline data collected from 04 communes of Huong Hoa, Trieu Phong and Dakrong districts (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 special groups with 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) that follows the agreed format in the Annex 1.

Proposed timeline:

No	Activities	Timeline	Responsibility
1	Develop baseline questionnaires, methods, sample cluster selection & translate	Last week of Sep. 2015	Consultant
2	Set-up data storage system	1st week of Oct. 2015	Consultant
3	Provide training to data collectors and conduct baseline	1st and 2nd week of Oct. 2015	Consultant and data collectors
4	Analysis & research report	3rd wk of Oct. to 4th week of Oct. 2015	Consultant

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

Child protection

Level of Contact with Children: Medium level

Few direct interaction with children in consultations in the project sites. The consultant must comply with Plan's child protection policy. A copy of Child protection policy will be sent to the consultant(s) for reading and acknowledgement of compliance to the policy.

Management

The Pre-KAP survey will be carried out by a consultant or group of consultants. Plan in Vietnam will be responsible for the overall management of this consultancy. Designated staff from Plan International Vietnam will be in charge of reviewing the drafts and provide consultants with assistance if required. Consultants will closely work with the designated Plan staff for the agreed plan, but the time frame should be as stated.

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.

Submission of Proposal

Interested consultant(s) should send proposal with the following information:

- Outline of the study approach, methodology and work plan to undertake the assignments
- Profiles consultant(s) and sample of similar works done in the similar areas
- Detailed quotation for the study, in human, day and cost

Please send the proposal to the following email addresses: trang.hoangthu@plan-international.org, and hieu.gianghoang@plan-international.org; closing date to apply for this consultancy service: **17:00, 25 September 2015**. The short-listed consultant(s) will be contacted for interviews. Please no telephone contact after submitting the research proposals.

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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**