

TERMS OF REFERENCE

National consultant(s) for conducting a baseline survey for Project of Safe School for ethnic minority in Quang Binh and Ha Giang provinces

PO reference: VNM100408

Time frame: August – September 2016

Project title: Safe schools for ethnic minorities in Quang Binh and Ha Giang provinces

1. 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.

Quang Binh is a central coastal province with extreme risks to severe storms, flooding, and flash floods; and Ha Giang is a northern mountainous province with increasing frequency of flash floods and landslides. Also listed among the poorest provinces in the country, these provinces have a large population of disadvantaged ethnic minorities and high poverty rates.

The project “**Safe schools for ethnic minorities in Quang Binh and Ha Giang provinces**”, funded by Norad, aiming at increasing resilience to disasters and climate change in disaster prone areas for children and communities, particularly children with a disability and those from disadvantaged ethnic minority groups in Quang Binh and Ha Giang provinces, from 2016 to 2019. Five expected outcomes of the project are as follows.

Outcome 1: Teachers, children, and youth, including child with disabilities and ethnic minorities, have increased knowledge and skills on disaster preparedness and response;

Outcome 2: Strengthened community preparedness and readiness to mitigate the impacts of disasters and climate change;

Outcome 3: School and community facilities are safe and resilient against disasters;

Outcome 4: Increased community resilience against climate risks through education on climate smart livelihoods and environmentally-friendly practices;

Outcome 5: Strengthened support and commitment of the government, local NGO networks, and private sector to support marginalized groups to reduce their vulnerabilities to climate risks and disasters.

Plan International Vietnam plans to conduct a baseline and integrated pre-KAP at school, community and institutional levels in line with defined indicators in order to capture the pre-intervention built extended situation in 5 targeted communes.

2. Purpose of the Assignment

The consultant is sought to provide technical service of baseline survey, with the following tasks in order to collect baseline information and set project targets that are in line with the project indicators, which serves the purpose of tracking the performances against project goal/outcomes.

3. Suggested methodology and scope of survey

- *Methodology:* both qualitative and quantitative
- *Key stakeholders* of the project include:

- Local CSOs: Centre for Live & Learn (in Hanoi) and/or CMD (in Ha Giang).
- Institutional level:
 - Government agencies at all levels in charge of Education and Training, Agriculture and Rural Development, Natural Disaster Prevention/Disaster Risk Management, People’s Committees, etc.
 - Key mass organizations: Women’s Union, Red Cross, Youth Union etc.
- At school level: Managers, teachers, students in primary and secondary schools
- At community level: children, youth, adults (disaggregated by sex) and local builders.
- Disadvantaged groups: People with Disability/Children with Disability.
- **Scope:**
 - Geographical coverage:
 - Quang Binh:
 - Minh Hoa District: Thuong Hoa, Dan Hoa, and Trong Hoa communes
 - Le Thuy District: Kim Thuy and Ngan Thuy communes
 - Ha Giang: Meo Vac District: Giang Chu Phin, Can Chu Phin, and Lung Pu communes
 - Representation of different groups
 - Interviewees/participants of survey need to be sex-disaggregated (at least 50% female), age-disaggregated (children, youth, adult), ethnicity-disaggregated (different ethnic groups in the areas)
 - Inclusion of mentioned disadvantaged groups if possible
- **Expected deliverables:**
 - Detailed technical and financial proposals
 - A complete package of assessment methodologies and tools (in English and Vietnamese)
 - A final report in English (and a Vietnamese version if suitable, not more than 40 pages excluding appendixes)
 - A database (applicable with the quantitative component) and all secondary data collected
- **Expected timeline:**

No	Task	Timeline
1.	Study project materials and other related materials	Aug-W4
2.	Discuss with Plan to develop detailed survey proposal including methodologies, tools and plans, especially field work plan (in English and Vietnamese as required)	Aug-W4 and Sep-W1
3.	Field work, including training for local enumerators	Sep-W2
4.	Data analysis and draft report	Sep-W3/4
5.	Final report	30 Sept 2016

4. Ethical and Child protection statements

Ensuring appropriate, safe, non-discriminatory participation, ensuring process of free and un-coerced consent and withdrawal; ensuring confidentiality and anonymity of participants. 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.

5. Management

The survey will be carried out by a consultant or group of consultants following work plan agreed by Plan and consultant. Plan International Vietnam will designate staff in Country office and field-base office to be responsible for the overall management of this consultancy including reviewing, comment input to the work plan, data collection tools and report developed by consultant. Consultants will closely work with the designated field-based staff during the field data collection to ensure the time frame and Plan's policy working with local partners, relevant stakeholders and children as well.

6. Requirements for the consultant

- University degree in social sciences and statistics;
- Excellent experience/knowledge in conducting both quantitative/qualitative researches/surveys;
- 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 and ethnic communities where the baseline survey will be conducted;
- Ability to meet required date of report's submission.

7. Submission of Proposal

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

- Outline of the study approach, methodology, sample size selection and work plan
- 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.tothiminh@plan-international.org, and hieu.gianghoang@plan-international.org; closing date to apply for this consultancy service: **17:00, 28 August 2016**. The short-listed consultant(s) will be contacted for interviews. Please do not contact via telephone after submitting.

Attached Annexes:

1. Suggested report Structure.
2. List of project communes and relevant information
3. List of Project Indicators

ANNEX 1 - SUGGESTED REPORT STRUCTURE

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), no more than 5 pages with an organized structure:

- Rationale
- Objectives
- Key findings, conclusions and recommendations
- Strengths and weakness of the study

I. Introduction

II. Overview

- Background information
- Rationale and objectives of the study

III. Scope of the study (Including limitations)

- Study focuses
- Limitations

IV. Methodologies

V. Findings/ results

VI. Conclusions and Recommendations

- Conclusions
- Recommendations

VII. References

ANNEX 2 – LIST OF PROJECT INTERVENTION COMMUNES

Provinces: Quang Binh, Ha Giang

Number of district: 3

Number of commune: 8

Province	District	Commune	# of population	# of village	Primary school			Secondary school		
					# of schools	# of girls	# of boys	# of schools	# of girls	# of boys
Quang Binh	Minh Hoa	Thuong Hoa	3496	10	3	185	198	1	70	86
		Dan Hoa	3542	13	2	141	118		136	76
		Trong Hoa	3992	18	3	218	208		320	178
	Le Thuy	Kim Thuy	4071	13	3	215	222		160	163
		Ngan Thuy	2304	6	1	95	95		40	44
Ha Giang	Meo Vac	Giang Chu Phin	4614	12	16	330	335	1	185	168
		Can Chu Phin	5788	12	14	299	398	1	146	196
		Lung Pu	5057	12	11	246	449	1	121	155

ANNEX 3 – LIST OF PROJECT INDICATORS

Outcome/ Output	Indicator
Outcome 1: Teachers, children, and youth, including CwD and ethnic minorities, have increased knowledge and skills on disaster preparedness and response.	% of teachers who can apply relevant DRR and CCA guidelines, knowledge, and information to reduce their vulnerabilities
	% of children with access to relevant DRR and CCA information and can demonstrate adequate knowledge to reduce their vulnerabilities
	% of children who are utilizing relevant DRR/CCA knowledge and skills to communicate with and raise the awareness of their peers
Output 1.1. Teachers and school managers are well equipped with knowledge on disaster preparedness and climate change adaptation	Guidelines and curriculum on Safe School and CCA are developed relevant to children’s needs
	# of trainings conducted for teachers on facilitation, communication, and DRR/CC education to support children’s communication activities
Output 1.2: Youth and children, including CWD and ethnic minorities have improved understanding on DRR and CCA to reduce their vulnerabilities	DRR and CCA communication materials developed and accessible to children and youth in the communities, including CWD and disadvantaged ethnic minority children
	# of children’s groups established and active in the community leading peer education activities
	# of campaigns that are organized for and by children to learn and share knowledge on DRR/CCA, and take into account the perspectives of girls and boys on DRR and CCA
Outcome 2: Strengthened community preparedness and readiness to mitigate the impacts of disasters and climate change	# of schools that are actively implementing a DRM Plan to ready the school in case of disaster.
	% of boys and girls participating in emergency simulations, including children with disabilities
	% of school girls and boys who know how and where to evacuate in case of natural and human-made disasters at schools
Output 2.1. Schools and local governments have systems and structures in place to make the school ready to prepare for and respond to an emergency	# of schools and communities conducting VCAs with the active participation of girls and boys including CWD
	# of children, boys and girls, with and without disabilities, actively participating in VCA activities
Output 2.2. Schools and communities have Disaster Risk Management Plans in place to prepare for and respond to disasters and climate change	# of trainings on DRM planning conducted for school teachers (including pre-school teachers), school management, local government members, community members including women, and children including CWD
	# of schools with DRM Plans developed with defined roles and responsibilities of DRM board
	# of school simulations conducted with the engagement of boys and girls, including CwD
	# of school girls and boys who know how and where to evacuate in case of disasters occur at schools

Outcome 3: School and community facilities are safe and resilient against disasters	% of school managers and teachers who demonstrate adequate knowledge on safe facilities
	% of local people and relevant local builders who know how to apply the practices/designs of safer houses against disasters
	Local Social Economic Development Plans include provisions for/investment in DRR & CCA activities and planning by local governments
Output 3.1. Safe School model is demonstrated in Quang Binh and Ha Giang based on locally designed solutions on disaster preparedness, climate change adaptation and school safety	Guidelines on school building codes for disaster resilience are in place to provide guidance on Safe School construction
	# of schools retrofitted as Safe School model school with disaster resilient and disability friendly approaches
	# of schools whose DRM Boards are provided with necessary equipment for disaster response
	# of trainings on building codes for safe school against disasters conducted
Output 3.2: Integration of DRR/CCA activities into local Social Economic Development Plans to support sustained local investments in DRR/CCA including Safe Schools	# of local SEDPs including provisions to improve school facilities and implement other Safe School or DRR/CCA activities
	# of children who actively contribute to participatory decision making processes on policy, planning, and budgeting proposals for school and community resilience
	# of local policy dialogues led by women, girls, and PWD
Outcome 4: Increased community resilience against climate risks through education on climate smart livelihoods and environmentally-friendly practices.	# of households who have knowledge and apply models of resilient livelihoods at community level
	# of children actively participating in CCA and environmental protection
Output 4.1. Poor and vulnerable groups have knowledge on climate change and disaster risk reduction to improve resilient livelihoods and mitigate economic shocks caused by disasters and climate change	# of resilient livelihood models at community level applied by communities
	# of children and community groups disseminating resilient livelihood models.
Outcome 5: Strengthened support and commitment of the government, local NGO networks, and private sector to support marginalized groups to reduce their vulnerabilities to climate risks and disasters	# of CSOs who demonstrate their compliance with donor requirements, financial transparency, and technical capacity in implementation of DRM/CCA services targeting marginalized groups
	# of policy dialogues with the participation of government and CSOs, including DPOs and those representing ethnic minority populations, addressing vulnerabilities to disaster, climate related risks, and implementation of Safe Schools
Output 5.1: Strengthen CSOs' capacity to support the	# of CSOs identified in mapping exercise for engagement in DRR/CCA programming and NGO networks

implementation of DRM/CCA services and advocate for the inclusion of vulnerable groups in DRR and CCA	# of CSO staff with improved knowledge and skills to deliver training and guidance on DRR/CCA to vulnerable groups in ethnic minority areas
	# of CSOs who have capacity assessed and develop capacity building plan
	# of CSOs who fulfil capacity building plan targets
Output 5.2. National and local government authorities, and the private sector, have increased awareness and capacity to improve the inclusion of vulnerable groups in DRR and CCA	# of good practices and a model of interventions for DRR and CCA in schools and communities documented and disseminated
	# of advocacy workshops and dialogues with participation of the government and private sector organized
	# of government actions that incorporate research findings from the project
	# of information sharing sessions conducted at local levels