



TERMS OF REFERENCE

National consultant(s) hire for conducting a baseline and integrated pre-KAP survey

PO reference: VNM100392

Time frame: January – February 2016

Project title: Building Resilience to Natural Hazards in Central 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.

The project “Building resilience to natural hazards in Central Vietnam” is funded by United States Agency for International Development/The Office of U.S. Foreign Disaster Assistant (USAID/OFDA), aiming at increasing resilience for vulnerable populations and local government authorities to natural hazard risks for reducing potential loss of life and assets due to extreme climate events. This Project have been implementing jointly by a consortium of Plan International, Save the Children, CRS, HelpAge and ARC who is leading organization of the Consortium in 5 provinces of Central Vietnam including: Ha Tinh, Quang Nam, Quang Ngai and Quang Tri province from October 2015 to March 2017.

As a member of the Consortium, Plan International has been rolling out this Project in 10 communes of 3 districts in Quang Tri province in line with the following expected outcomes of the Project:

- Local government authorities and partners implement participatory CBDRM actions, including facilitation of community based disaster risk assessments (CBDRA);
- Local government authorities integrate DRR and climate change measures into commune/ward, district and provincial socio-economic development plans (SEDPs);
- Vulnerable households adopt risk reduction measures and protect their assets, including shelter and livestock;
- Increased capacity of approximately 30 targeted primary and secondary schools to reduce the risk of and respond to natural hazards, through applying the Safe School framework (with the Department of Education and Training, DoET) in each of the four provinces;
- Engage LGA, local people and specifically the private sector, in selected urban and rural localities to play a more active role in DRR/CCA interventions

Plan International Vietnam plans to conduct a baseline and integrated pre-KAP survey at school, household and institutional levels in line with defined indicators in order to capture the pre-intervention built extended situation in 10 targeted communes.

Overall objectives

- To assess the existing schools’, community’s’ and institutions’ disaster preparedness capacity, including knowledge, attitude and practices toward the reduction of risks and losses from natural hazards due to extreme climate change.
- To assess the existing community groups’ knowledge, attitude and practices toward the reduction of risks and losses from natural hazards and climate change including: children, youth, adult, elderly and village leader

- To provide baseline information which is linked to performance indicators to contribute to measure during implementation of the project.

Suggested methodology and scope of survey

- *Methodology:* qualitative and quantitative through in-depth interview or group discussion.
- The key stakeholders that will be involved should include:
 - At school level: school principle, teacher and student in primary and lower secondary schools (referable a few of pre-schools)
 - At community level: householder, household's member, children, elderly, people with disability
 - At the institutional level:
 - Government agencies: key member of Department of Natural Disaster Prevention and Control (Center of Warder Resource, Department/Bureau of Agriculture & Rural Development, and Department/Bureau of Education and Training), People's Committee at district/communal level.
 - Key mass organizations: Red Cross, Women's Union and Youth's Union.
 - Village leader, village task force/emergency volunteers (if available).
- *Scope:*
 - Randomly select 4 villages of each commune; cover at least 50% total of project communes; expected at least a commune per district; selected communes should be representative of geographical, ethnic, type of disaster.
 - Randomly select 2 schools per commune; 50% of them are primary schools and 50% of them are secondary schools.
- Notified that the interviewees/participants of survey need to be disaggregated by sex (ensure 50% of female), age group (children, adult and elderly) and people with disability (encouraging).

Scope of consultant's work: The consultant will be in collaboration with Plan staff to:

- Review relevant documents related to this survey, including the project document, list of indicators and samples of relevant survey conducted by Plan before for background information of this mission. Documents will be provided by Plan after contract signed.
- Discuss with Plan to identify the sample of survey and design the study method, tools and detail plan.
- Prepare a detailed survey plan including technical design and preparation such as: materials on field data collection, data entry, data cleaning and analysis, as well as reporting and presentation of the final report to Plan.
- Provide training for field data collectors if mobilizing local collectors from Plan's partners and quality control during data collection.
- Analyze statistically the baseline data collected from surveyed communes of Huong Hoa, Dakrong and Trieu Phong districts (Quang Tri province). The analysis will generate holistic statistics information by target groups following performance indicators. Statistics will be divided by gender and referable some criteria such as: geographic, ethnic, type of disaster.
- Write a narrative report (not more than 40 pages with appendixes) that follows the agreed format.

Proposed timeline:

No	Activities	Timeline	Responsibility
1	Develop baseline questionnaires, methods, sample cluster selection & translate	2 nd week of Jan 2016	Consultant(s)
2	Set-up data storage system	2 nd week of Jan 2016	Consultant(s)
3	Provide training to data collectors and conduct baseline	3 rd week of Jan 2016	Consultant(s)
4	Analysis & research report	4 th week of Jan 2016 to 1 st week of Feb 2016	Consultant(s)

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 (if any);
- Data analysis;
- Final report in English

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.

Management

The survey will be carried out by a consultant or group of consultants. Plan International 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 at Country Office and field-based office 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, referable 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, sample size selection 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.tothiminh@plan-international.org, and hieu.gianghoang@plan-international.org; closing date to apply for this consultancy service: **17:00, 13th January 2016**. The short-listed consultant(s) will be contacted for interviews. Please no telephone contact after submitting the research proposals.

Attached Annexes:

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

ANNEX 1 – LIST OF PROJECT INTERVENTION COMMUNES

Province: Quang Tri

Number of district: 3

Number of commune: 10

No.	Name of commune	# of Population	# of village	# of School		
				Pre-school	Primary school	Secondary school
Huong Hoa District						
1	Huong Loc	2853	15	1	1	1
2	Huc	6687	9	1	1	1
3	Xy	1759	6	1	1	1
4	Thuan	3131	14	1	1	1
Dakrong District						
5	A Ngo	2962	9	1	1	1
6	Mo O	1831	5	1	1	1
7	Ta Long	3318	9	1	1	1
8	Ta Rut	4124	9	1	1	1
Trieu Phong District						
9	Trieu Do	6830	8	1	1	1
10	Trieu Hoa	6150	6	1	1	1
TOTAL		39663				

ANNEX 2 - SUGGESTED 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