

Plan in Vietnam

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Vietnam

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TERM OF REFERENCE

For international/national consultant to undertake Midterm Review (MTR) of “Empowerment of adolescent girls and young women to escape from commercial sex industry” project (GAD VNM 0336)

I. PROJECT OVERVIEW

Impact:	Sex workers are better protected and supported by an improved legal environment.
Outcomes:	1) Sex workers have access to the community-based social and economic reintegration model piloted by the project and make use of its services. 2) Relevant government agencies, NGOs and civil society promote and support the social and economic reintegration of sex workers.
Beneficiaries:	400 sex workers (direct)
Location:	Two districts within the city of Hanoi, Vietnam
Budget:	USD 700,000
Duration:	36 months, starting date August 1, 2012
Partners:	Department of Social Evils Preventions (DSEP) under Ministry of Labour, Invalids and Social Affairs, Hanoi Department of Social Evils Prevention, national NGOs, including LIGHT, CSAGA, REACH

II. BACKGROUND

Plan International is an international humanitarian, child development-focused organization without religious, political or governmental affiliation. Plan's vision is of a world in which all children realize their full potential in societies which respect people's rights and dignity. Working with children, their families, and communities in 50 program countries, Plan is one of the world's largest international development organizations, committed to the well being of children and supporting the Convention on the Rights of the Child. Plan has been in Vietnam since 1993, works in long term partnership with local people, organizations, and government bodies at all levels.

The “Empowerment of adolescent girls and young women to escape from commercial sex industry in Hanoi-Vietnam” is an initiative of Plan Vietnam to address the issue of sexual exploitation and socio-economic integration of young female sex workers with the age from 16-25 in Hanoi. In Vietnam sex workers face severe difficulties in escaping from the sex industry and reintegrating into society due to their lack of education, the persistent stigma and social discrimination they are faced with from family and community and the lack of access to service providers, which puts them at high risk of recidivism and traps them in the cycle of poverty and exploitation.¹ Furthermore, sex workers in Vietnam, due to the illegality of prostitution in the country, are often not perceived as victims, but are often treated the same as perpetrators.

Exploitation, oppression, violence, use of drug and even homicide are typically the threats they face. Despite of facing serious problems they hardly can access to the government services due to the lack of the availability of services, and capacity to provide the services as well as the prevalence of discrimination. The recent policy from the government is to stop to arrest the sex workers and not to keep them in the detention/correction centres. That is seen as a big progress of the society in seeing them as victims rather than perpetrators. However, the lack of preparation and consistency in guidelines is predicted as having implication and as not being effective in supporting them.

¹ Plan survey with 469 former sex workers detained in rehabilitation centre 2 in Hanoi, August 2011

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In response to this situation, the project is piloting a community-based social and economic reintegration model for 400 adolescent girls and young women aged from 16 to 25 involved in the sex industry in two districts of the city of Hanoi, that will involve the strengthening of and access to state and non state service providers for sexual health care, legal assistance, psycho-social counseling and support, and vocational training and job placement support, as wells as sensitization and awareness rising work at all levels, from community to government level. Through the service providers the sex workers will be economically empowered with market oriented vocational and entrepreneurship skills and receive job placement and loans for job creation support, as well as be trained as peer counselors to reach out to further sex workers, all of which enabling them to escape from the sex industry.

Furthermore, relevant project activities will be undertaken to advocate for the community-based social and economic reintegration model for its replication in other districts and cities, as well as for national policy adaptation.

The project has been implementing in cooperation with Department of Social and Evil Prevention (DSEP) - the Ministry of Labour, Invalids and Social Affairs (MOLISA), the Hanoi DSEP of the Hanoi Department of Labour, Invalids and Social Affairs (DOLISA) and three local NGOs namely CSAGA, LIGHT and REACH

In the project proposal, it is planned that a midterm review will be conducted as the project enrolled year and a half. Since this is a pilot project of Plan Vietnam, it is very important to have quality MTR in order to help Plan Vietnam and relevant partners to strengthen the approved project. In addition, the outcome of midterm review will help Plan Vietnam with direction to develop the second phase of the project. Thus Plan Vietnam and its partner expect to recruit qualified international/national consultant to carry out the MTR. Project team based in Hanoi Program Unit – Plan in Vietnam, Monitoring and Evaluation Team of Plan Vietnam will provide needy coordination and support to the consultant as well as involve government and local NGOs partners in the whole process. The international/national consultant should have strong background and experience in research, assessments in the area of commercial sexual exploitation in general, especially in economic and social reintegration of sex workers in particular to take the task.

A participatory MTR will need additional buy in by all stake holders. In each of the field visits, wrap up meetings with key partners will be arranged to ensure validation of information obtained. By the end of the field assessment, the consultant will share the preliminary findings and recommendations as the basis for discussion amongst Plan, government, local NGOs partners for revising the project intervention if needed. In addition, the result of midterm review will not only support the amendment of the project but also guide Plan Vietnam and its partners in future direction.

III. SCOPE AND FOCUS OF THE PROJECT MTR

I. Scope of MTR

The purpose of this MTR is evaluate and assess the progress and achievements of the project which is at a midpoint of grant funding from Plan in Switzerland (CHNO) and to provide recommendations to guide the remaining implementation period of the project.

The Report of MTR should address these specific objectives:

- To provide the project progress towards the targets set in the project proposal and reflection on the need for any mid-way course corrections of the project in order to enhance attainment of good results.
- To assist Plan Vietnam and partners to improve the efficiency, effectiveness, relevance, future impact and sustainability of the project;

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- To provide feedback to all parties to improve the policy, planning, project formulation, appraisal and implementation phases;
- To ensure results-based accountability to the project's financial backers, stakeholders and beneficiaries.
- To guide Plan Vietnam, government partners; local NGOs partner on what intervention should be continued; what should be stopped or what should be added to achieved the project commitment.

2. The focus of MTR

2.1 What difference has the project made to the sex worker's life (what, who, where, when)?

- To what degree have project outcomes been achieved? Have there been any expected outcomes?
- Who has benefited (sex workers, government officers, family, local NGO) and in what ways?
- Are those changes (outcomes) relevant to beneficiaries?
- Are they likely to be sustainable in the long term?
- Have there been any changes to policies, practices and attitudes of decision and policy makers to benefit the project's target group?
- To what extent has the project contributed to the achievement of national program on preventing and responding to prostitution of Vietnam?
- How has this project made this difference?

2.2 Approaches used by the project and implementing organizations:

- What was the project strategy to change the life of project target group? Has it been effective in bringing about the last change? Were there any gaps?
- What have been the most effective methodologies and approaches the organization used to bring about changes to project target's lives? What has worked and what has not?
- What lessons have been learned? Who have been shared with?
- How has Plan Vietnam helped or hindered the delivery of outcomes?
- How have relationship between partners throughout the project management framework help or hindered the delivery of outcomes?
- How effective have the project's management, monitoring, learning and financial system been? How has they helped or hindered the delivery of project outcomes?
- Has the project been cost effective?
- To what extent has the achievement of the outcomes been influenced by external context and other factors?

The specific scope of work for consultant is elaborated in the chapter VI. Tasks, Outputs and Timeline

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IV. METHODOLOGY

We require a participatory methodology, whereby the work engages all key stakeholders including Plan Vietnam staff, DSEP, Hanoi DSEP, LIGHT, CSAGA staff, project target and relevant stakeholders who should be provided with an opportunity to provide inputs and comment to work of midterm review consultant.

The Project MTR includes suggested methodologies

1. Desk review:

- All project documents including proposal, interim reports and relevant project products like booklet, research reports.
- Relevant government policies and program on preventing and responding to sex workers in Vietnam
- Any relevant international standards which targeting the sex workers
- Studies and reports from other NGOs, the UN, academic journals with studies in Vietnam

2. Field work to project site in Hanoi to conduct qualitative and quantitative data with following information

2.1 Quantitative data

- Stake holders (DSEP; LIGHT CSAGA; REACH) and Sex workers in Hanoi. Estimated sampling will be finalized based on the methodology suggested by consultant

2.2 Qualitative data

- 10 individual interviews with Plan Vietnam and other stakeholders including DSEP; Hanoi DSEP; LIGHT; CSAGA; REACH; potential sex establishments (massage parlours, hotels, guest houses...); local authorities; One focus group discussion with 10 sex workers who are Peer Educators
- Individual interviews with 5 sex workers who involve in vocational training and job creation support
- Individual interviews with 10 sex workers, both ex- and current sex workers, who are participate in health, psychological support or communication activities.

The desk review and field work will help consultant to have full picture of project progress and to produce reports which will highlight specific findings and recommendations on what intervention should be continued; what should be stopped or what should be added to achieve the project commitment.

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**V. DELIVERABLES**

1. Project Midterm Review Plan (including tools) and budget proposal
2. A participatory consultation with Plan and all stakeholders
3. Draft report
4. Final project midterm review report (1 full report and 1 narrative report in 5 pages)
5. PowerPoint presentation on the final report (objectives; methodology; main findings and recommendations)

The report should be clear and simply written, free of jargon. The main body of the report should not exceed 30 pages, preferably 20-25 pages, and should include an executive summary and recommendations. Technical details should be confined to appendices, which should also include a list of informants (when appropriate), and the consultant work's schedule. Background information should only be included when it is directly relevant to the report's analysis and conclusions.

The report's author should support their analysis of a project's achievement with relevant data and state how this has been sourced. Recommendations should also include details as to how they might be implemented.

We expect the report to include guidance on the process by which findings will be shared and discussed with all stakeholders

VI. PROCESS: TASKS, OUTPUTS AND TIMELINE

The MTR is expected to take place in May to July 2014. The following timetable indicates approximate/suggested timings for selection process and MTR

<i>Action</i>	<i>Completion date</i>	<i>Who</i>
Terms of Reference out to consultant	Last week of April	Plan Vietnam
Consultant proposal received by	25 th June 2014	Plan Vietnam
Review applications/shortlist/appoint	1 st week of July, 2014	Plan Vietnam and DSEP - MOLISA
Refine methodology, agree final review plan, agree contractual details	18 th July 2014	Plan Vietnam, DSEP – MOLISA and Consultant
Begin desk review for MTR	20 th July 2014	Consultant
Field work undertaken	21 st July to 27 th July 2014	Consultant

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<i>Action</i>	<i>Completion date</i>	<i>Who</i>
Presentation and discussion of initial finding with Plan Vietnam and partners	30 th July 2014	Consultant, Plan Vietnam, DSEP, LIGHT, CSAGA, REACH
First draft submitted	20 th August 2014	Consultant
Report translation	25 th August 2014	Plan Vietnam
Consolidated feedback for reports	1st September 2014	Plan Vietnam
Final products submitted (full report and 1 narrative report in 5 pages and PowerPoint presentation)	10 th September 2014	Consultant
Publication of report and disseminated, including translation	30 th September 2014	Plan Vietnam and DSEP

As recruited, the consultant should deliver the following specific outputs and estimated working days for consultant:

<i>Output description</i>	<i>Activity description</i>	<i>Working days</i>	<i>Venue</i>
Output 1 Refine methodology and final review plan	To revise the MTR proposal based on discussion with Plan Vietnam and DSEP	2 days in third week of July	Home base for international consultant
Output 2 Desk review completed	To conduct desk review all project documents and relevant policy papers and have information to develop the tools	2 days in third week of July	Home base for international consultant
Output 3 Tools finalized and ready to be used for the MTR	To participate and take the lead in a two day meeting to present the tools developed for MTR and receive feedback to finalize them before the field work	2 days in 3rd week of July	Hanoi

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<i>Output description</i>	<i>Activity description</i>	<i>Working days</i>	<i>Venue</i>
Output 4 <ul style="list-style-type: none"> Field study is conducted to collect all needy information through KII; group discussion; Key findings are available for sharing seminar 	To conduct the project midterm review at the field in Hanoi	8 days - third and fourth week of July	Hanoi
Output 5 Draft report produced (incorporating both the survey reports and desk review) and submitted to Plan Vietnam and DSEP for comments	To produce the 1 st draft report, including both desk review and field survey reports	10 days, 3 rd week August 2014	Home Base for international consultant
Output 6 Final products submitted in English (full report and 1 narrative report in 5 pages and PowerPoint presentation) to be ready for disseminating.	To incorporate all inputs and comments from Plan Vietnam, Plan in Switzerland and project partners in to the final report. Produce a narrative report in 5 pages To produce a ppt on MTR report	5 days, September 2014	Home Base for international consultant

TOTAL SUGGESTED NUMBER OF DAYS: 29 DAYS

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**Responsibilities of Plan**

- Project team and Monitoring, Evaluation and Research Department will work closely with consultant in designing and planning the MTR, coordinating information feedback and response between reviewer(s), NO, and local partners.
- Plan Vietnam will support the consultant(s) with logistic arrangement for field trip, assist the consultant(s) with carrying out data collection and verification, and provide project reports, documents, and statistical records.

Responsibilities of DSEP – MOLISA

- Work closely with Plan to select International/national Consultant
- Work closely with Plan to review and finalizing the MTR proposal, tools and detailed work plan agenda which developed by Consultant
- Providing Consultant with relevant policy paper, laws, and sex work related programmes
- Review and approve the desk review report on regional and international best practices on social economic integration model for female sex workers
- Responsible for logistic arrangement in country study, including but not necessarily limited to, in depth interview and focus group discussions with policy makers and other Government stakeholders at national level
- Responsible for organizing seminar with Government agencies; UNs, INGOs and related stakeholders to share the desk review report and key findings of MTR
- Review and approve the final MTR report and share it widely

VII. SKILLS and COMPETENCIES

Plan Vietnam and DSEP is looking for consultant with a strong record in conducting evaluations, particularly in Vietnamese context. The consultant 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 consultant should have following skills and competencies:

1. Demonstrable experience of producing high quality, credible evaluations (including on social and economic reintegration of sex workers or vulnerable women) (examples required)
2. Demonstrable experience with conducting evaluations and working / with NGOs
3. Demonstrable knowledge of commercial sexual exploitation issues; women rights, in particular: gender based violence
4. Demonstrable experience with participatory methodologies
5. Ability to write concise, readable and analytical reports and understanding of public communications
6. Excellent writing and verbal communication skills in English
7. Degree in development studies, gender studies or relevant fields ; social science, and other related fields
8. Practical experience in working with government agencies; police, and the community in general on researching or supporting the implementation of Justice for disadvantage women; commercial sexual exploitation prevention/responding programs / strategies

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VIII. BUDGET PROPOSAL AND LOGISTIC SUPPORT

Together with the technical proposal and CV of consultant team, consultants must submit a detailed budget proposal including both consultant fee and other cost.

Logistic support will follow by norms and regulations of Plan in Vietnam for the consultants. Consultant fee is negotiable and that based on Plan policies and the qualification of the consultant(s).

Consultants or consultancy companies, who are interested in these TOR, please submit the proposal package (including technical proposal outlining time, frameworks and detailed methodologies, consultant fee proposal, logistic and others) along with the latest C.Vs of all members to:

Ms. Le Thuy Hanh, Project Coordinator, at: hanh.lethuy@plan-international.org

The deadline for submitting the proposal and consultant's C.V. will be on **25th June 2014**. If you are interested to know more about Plan, please visit our website at:

Only short-listed consultant groups will be contacted for interview.

Prepared by

Reviewed by

Approved by