

TERMS OF REFERENCE
(Consultancy for ChildFund Australia)



TOR FOR CONSULTANCY
ON NEW DISTRICT AND COMMUNE SELECTION

1. Background

ChildFund Vietnam is the representative office of ChildFund Australia, which is part of the ChildFund Alliance – a global network of 12 organizations which assists more than 16 million children in 58 countries. With a focus on child-centered development programs that are undertaken in partnership with more than 1,400 local communities, the Alliance puts more than \$503 million (USD) to work each year to help deprived, excluded and vulnerable children.

ChildFund began working in Vietnam in 1995 and operates child focused Integrated Community Development programs which are Child Rights and Child Protection, Access to Basic Quality Education and Building Strong and Resilient Communities, including but not limited to the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection, and maternal and child health and HIV prevention.

ChildFund Vietnam is supporting about 40,000 children in 8 districts in Northern mountainous provinces including: Na Ri and Bach Thong districts (Bac Kan province); Ky Son, Cao Phong, Kim Boi and Tan Lac districts (Hoa Binh province), Quang Uyen and Tra Linh districts (Cao Bang province) with currently 40 enrolled communes.

In the strategic plan 2015-2020, ChildFund Vietnam plans to expand to more locations in Vietnam for its support. Considering all factors, ChildFund decides to expand its CDP to one more district in Bac Kan. ChildFund Vietnam will work with provincial authorities to identify two potential districts for comparative in-depth study in order to select one district with six or seven communes.

2. Objectives

The aim of the assignment is to critically assess and recommend one district and about six to seven communes of the selected district that are

- Best fit for ChildFund to provide the support utilising a child sponsorship model.
- Best fit to ChildFund partnership engagement policy and ChildFund in Vietnam's programs, approaches.

3. Specific tasks

3.1. Study relevant documents provided by ChildFund:

- Partner's engagement policy
- Program description
- Program approach
- Childfund vision, mission and values
- Criteria for district and commune selection¹
- ChildFund Strategy 2015-2020
- Sponsorship activity description/scheme
- Policies and guidelines on Disability, Gender and Child Protection, fraud and anti-terrorism policies, DFAT policies on partners etc.,

3.2. Develop detail assessment outline, method, tools, as well as plan and submits to ChildFund for final approval.

3.3. District and Commune study

Conduct assessment in compliance with approved outline.

3.4. Consolidate obtained information and report writing

All gathered information will be consolidated, analyzed in an appropriate manner.

The report in English following format suggested in appendix 1 should be submitted to and approved by ChildFund within the agreed time frame.

4. Methodology

4.1. Desk study

Desk study is applied for task 3.1, 3.2 and 3.4 only and arrangements as well as costs for the venue and equipment for this work are the responsibility of the consultants.

4.2. Field study

This will be applied for task 3.3. The assessment must be conducted in two separated steps:

- District assessment – after completing assessment the consultants need to analyze gathered information then discuss with ChildFund in Vietnam for making decision regarding district selection. Only after that second step will be proceeded;
- Commune assessment – in-depth assessing communes in the selected district to identify appropriate communes for ChildFund Vietnam to work with.

5. Time

Approximately 7 - 8 weeks, including preparation, field work, analysis and production of final report is estimated for completing this assignment. Final timeframe and detail time

¹ Needs to be reviewed by ChildFund before giving to the consultants

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needed for the assignment will be discussed and agreed between the consultants and ChildFund.

6. Management

The consultants will be managed by ChildFund Country's Director. The Senior Advisor – Strategic and Partnership, Program Operations Manager, Sponsor Relations Manager and relevant Managers will work closely with the consultants for implementing assessment work and providing supports if necessary.

7. Contact points / key people, organizations to meet/talk with ChildFund

- Country Director
- The Senior Advisor – Strategic and Partnership
- Program Operations Manager
- Sponsor Relations Manager
- Bac Kan Provincial Manager

8. Consultant Specification

Essential

1. Academic specialization and/or significant work experience in Child focus international NGOs;
2. Proven track record in undertaking community assessments for international development organizations in Vietnam;
3. Understanding of government relevant legislation, decrees, etc., and policies for working in partnership with various partners as well as areas which ChildFund Vietnam will focus on;
4. Experience in working with community including local government, CBOs or/and other civil organisations as well as community members specially, children;
5. Excellent working knowledge of Vietnamese and/or English.

9. Proposed schedule for evaluation team

The starting time for the mission is expected to be happened in the third week of August 2015 and will be completed by 15 October 2015.

APPENDIX 1: DETAILED REPORT FORMAT

Results on district and commune assessing will be combined in one report. The report should be concise and limited to significant issues. The main text should focus on the findings, conclusions and recommendations, supported by relevant summaries of data collected and citations for any references used in interpreting such data. The main text of the report should not exceed 40 pages. Detailed or un-interpreted data or other supporting materials should not be included in the main text, but may be included in an annex where appropriate.

1. Executive Summary
2. Introduction and methodology
3. Major findings
 - 3.1 Geographical concentration of population/demographics (including stability and in/out-migration)
 - 3.1.1 Geography:
Brief description of physical location (land form, forest, water resources, climate) and land use structure (mention rivers/coast/hills) and provide comparative analysis on accessibility in term of topography: complexity, distance from the following: nearest City/town; the most isolated hamlets to commune centre & other services (including travelling condition if any; Provincial hospital district health centre commune health station (furthest hamlet); schools (pre-school; elementary and high school)(furthest hamlet); governments' administration offices and services market;
 - 3.1.2 Demography
Provide brief description on demography (population distribution and density by districts and communes).
 - 3.2 Comparative analysis of districts and communes regarding
 - The fitness to child sponsorship model;
 - The fitness to ChildFund partnership engagement policy and ChildFund programs and approaches.

Ranking districts and communes in reducing order of fitness in the overall.

4. Conclusions and Recommendation
5. Appendices

List of References

List of Supporting Documents (e.g. maps, workshop output, data etc.)

Resource Persons/Interviewees