



## TERMS OF REFERENCE

### Data processing of project baseline survey

#### I- Background

Aide et Action (AEA) is an international solidarity organization for development which was created in 1981, with its headquarters located in Geneva, Switzerland. It is present in 19 countries in Africa, Asia and Europe. With the vision of Changing the World through Education, AEA adopts a lifelong learning approach targeting the most vulnerable children and youth. AEA has been working in Viet Nam since 2003 in Phu Yen, Khanh Hoa, Thai Nguyen, Hoa Binh, Lai Chau and Lao Cai provinces and focuses on three main themes:

- Access and Quality of Primary and Secondary Education
- Early Childhood Care Education
- Livelihood Education.

In 2020, AEA and the Northwest Cooperation and Development Centre (NWD) are implementing a project **“Increasing access to livelihood opportunities for ethnic minority youth through the promotion of career development entrepreneurship initiatives”**. The project is co-funded by the European Union and implemented in 42 months in Da Bac and Mai Chau districts, Hoa Binh province and Bac Ha, Sa Pa districts and Lao Cai city, Lao Cai province. The target groups of the project are 7,165 EM youth aged from 16 to 30 (of which 5088 are secondary students; 1441 are vocational students; and 636 are youth at communities); 365 teachers of the vocational training centres; 584 teachers of secondary schools; 74 local authorities; and 50 local businesses/enterprises. The overall objective of the project is ***to improve income for EM youth (ages 16-30 years) through the promotion of career development and entrepreneurship initiatives*** in two mountainous provinces of Lao Cai and Hoa Binh. This will be achieved through the incorporation of market-oriented learning materials for upper secondary students, students at district-level Vocational Training Centres (VTCs) and rural youth currently out-of-school; improved access to livelihood opportunities for EM youth; and effective advocacy of policymakers on best practices in market-based vocational training.

Recently, a baseline study has been conducted for an information base to fulfil the objective above in an effective way. Questionnaires were delivered to teachers and students of high schools and vocational training centres in project sites of the two provinces to collect baseline data based on the indicators of the project in order to develop detailed activities.

#### II- Purpose of the assignment

The main purposes of this assignment are cleaning and processing data collected in hard copies from the baseline survey in Hoa Binh and Lao Cai province in May and June 2020 and providing relevant charts, diagrams, tables as requested by the baseline survey team and conduct further analysis if required.

#### III- Scope of work and timeframe

The Consultant, in cooperation with AEA staff and baseline specialists, will perform the responsibilities as described below:

<b>No.</b>	<b>Task</b>	<b>Timeline</b>
1	Data entry form developed and agreed	25/06/2020
2	Data cleaning and input of 700 questionnaires	25/06 – 30/06/2020
3	Raw dataset submission	30/06 – 02/07/2020
4	A data analysis report providing relevant charts, diagrams, tables as requested by the baseline survey team	02/07– 05/07/2020
5	Further analysis if required by the baseline survey team	05/07 – 05/08/2020

#### **IV- Expected deliverables**

At the end of the assignment the consultant will submit:

1. A form of data entry and raw dataset;
2. A data analysis report

#### **V- Proposal requirements**

Individual/firm are requested to submit a proposal addressing each deliverable mentioned above as well as proposed workplan, budget, experiences in similar jobs (preferable with example) and at least 3 references. The proposal and deliverables can be submitted either in English or Vietnamese.

#### **VI- Evaluation process**

There will be two stages to assess the proposal.

6.1 Stage one: submitted proposal will be assessed based on the following criteria:

<b>#</b>	<b>Criteria</b>
1	Qualifications and experience in the similar job
2	Proposed outlines of the report and data form
3	Concise and feasible workplan including human resource and time required
4	Budget of the assignment

6.2 Stage 2: interview

Shortlisted candidates will be invited to an interview with the AEA team to further discuss the her/his suitability and terms and conditions.

#### **VII- Application process**

Interested individual/organisations should send their proposal package via email to:  
[Info-vietnam@aide-et-action.org](mailto:Info-vietnam@aide-et-action.org)

Deadline for submission: 17:00, 19 June 2020.