

TERMS OF REFERENCE

BASELINE SURVEY OF PROJECT

“Improved resilience of ethnic minority communities” (VN05-010) in Trung Khanh district, Cao Bang, Vietnam

1. INTRODUCTION

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and nonreligious international development organization that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 16 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, health and wellbeing, water and sanitation, sustainable livelihoods, child rights and child protection and food security. With a strong focus on building the resilience of young people, ChildFund also gives children and youth the opportunity to take part in sports for development, vocational education and life skills training, and supports their participation in local decision-making processes.

Projects are implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalized sections of the population.

2. BACKGROUND

From August 2020 to August 2023, ChildFund will support the implementation of the project "Improved resilience of ethnic minority communities" in 4 project communes (Quang Vinh, Quang Han, Xuan Noi, Cao Chuong) in Trung Khanh district (Cao Bang Province), benefiting approximately 8000 beneficiaries (2000 direct beneficiaries) including boys and girls and children with disabilities. The project is designed based on the success of the previous project VN06-021¹.

The project aims at increased resilience of ethnic minority communities to climate risks through improved farmer practice in passionfruit farming and other alternative livelihood.

- Outcome 1: DRR/CCA plans are implemented
- Outcome 2: Passionfruit farming knowledge and skills of farmer field group members is improved and practices are adopted.
- Outcome 3: Vulnerable groups have increased access to information on DRR, gender equality, disability inclusion and child protection.

¹ ‘Building Strong and Resilient Communities in Rural Cao Bang, Vietnam’ Project

3. PURPOSE OF THE STUDY

The purpose of the assignment is to carry out a study to establish a baseline that provides evidence reflecting:

- Knowledge, Attitude and Practice (KAP) of local authorities and community members on Disaster Risk Reduction with sensitiveness of vulnerable groups and diversity (Gender equality, Disability inclusion and Child Protection). the situation and capacity of local people in accessing the market information and cooperative groups for their income generation activities;

And propose recommendations for better project implementation, including monitoring activities and evaluating the achievement of project objectives and results.

4. METHODOLOGY, TOOLS AND TASKS

The consultant team will be expected to review key documents, as well as conduct field surveys and review meetings in Hanoi and Cao Bang. Subsequently, the consultant team will prepare a final report responding to the objectives of the terms of reference.

This consultancy will include the following steps:

- Review all available documentation and relevant primary and secondary resources information relating to the projects (provided by ChildFund Vietnam) such as project proposal, evaluation report of the completed project, program description, Child Protection Framework, ChildFund Strategy and etc.
- Design baseline outline including a plan, methodology, tools, prepare a schedule for the study and provide training for data collectors of ChildFund Vietnam by consulting with relevant managers/specialist and staff of ChildFund Vietnam.
- Design, lead data collection (both quantitative and/or qualitative) in project field and document Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), with the different stakeholder groups as stated in the project proposal .
- All quantitative and qualitative data collected through the baseline must be classified by location (district), age and sex. There should be individual consideration for girls and boys, men, women, youth, and people with disability.
- Analyze available information and document along with findings and recommendations.
- Present findings to ChildFund Vietnam team for discussion and feedback.
- A final report will be produced in Vietnamese, which can be used as an endorsement of the work done by ChildFund Vietnam. High resolution of jpg photos will be included and shared to ChildFund as part of the final report.

5. SCOPE OF WORK

Location:

The consultant work will be carried out in Trung Khanh district- Cao Bang province.

Timeframe (Plan for activities):

It is expected that the work will be carried out from late September to November 2020 (all work including report writing must be completed before 30 November, 2020)

Tentative Timeline	Outputs and activities
Week 4 September 2020	<ul style="list-style-type: none"> Reviewing documents and gather information from project proposal, evaluation reports of the completed project, program description, Child Protection Framework, ChildFund Strategy, training manual and etc
	<ul style="list-style-type: none"> Development of survey tools (questionnaires, interview guides, survey methodology data analysis methods, etc.), and field trip plan
Week 2 or week 3 October 2020	<ul style="list-style-type: none"> Field trips in Cao Bang Validating the findings with stakeholders
Week 4 October 2020 Week 1-4 November 2020	<ul style="list-style-type: none"> Analyzing data and information Preparing report draft and discussing it with ChildFund staff Preparing the report summary (in English) and final report (in Vietnamese) Submitting the completed report (file word, soft version).

Outputs/Deliverables

The following deliverables are expected from the consultant:

- Survey tools (questionnaires, interview guides, data analysis methods, work plan etc.)
 - The tools are set up to fully reflect the objectives of the baseline, the toolkit must be available at least 7 days before the field trips start.
 - The field trip schedule is clearly established and responsive.
- A validation and sharing workshop: The initial baseline findings should be validated through workshop among key staff, partners and relevant target groups in the communities.
- A draft and final report in Vietnamese include:
 - Table of content
 - Terminology/Abbreviation
 - Executive Summary
 - Introduction
 - Subjects for baseline

- Contents of baseline
- Limitations of baseline
- Results of baseline
- Conclusions and recommendations
- Appendices

Supervision / Management of the assignment

The consulting work is done under the general management of the Head of Program and Provincial Managers of three provinces. The consultant will work closely with the Child Protection Specialist, and Monitoring, Evaluation and Learning team.

Confidentiality:

All discussions and documents relating to this TOR will be treated as confidential by the parties.

Child safeguarding:

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct contact with children or having access to children's personal information, a Criminal Background Check must also be carried out.

Counter-Terrorism:

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

6. SELECTION CRITERIA

To carry out the assignment, the consultant team should meet the criteria as follows:

Team leader

- Advanced university degree or equivalent experience in DRR and Climate Change Adaptation, community development or other related field;
- A minimum of 5 years of experience in DRR and Climate Change Adaptation – with demonstrated experience.
- Proven experience in working with communities, local authorities, government agencies and knowledge of relevant national policies;
- Experiences in conduct similar activities
- Excellent spoken and written communication skills in English/Vietnamese;
- Excellent analytical and report-writing skills;
- Child-friendly communication and research experience is preferred;
- Experience and skills in workshop and policy advocacy;

- Experience and skill to work with ethnic minority people.

Team member:

- Relevant qualifications associated with Community development.
- A minimum of 5 years of experience in value chain, market access for women, cooperative groups/ Cooperative (Tổ hợp tác/ Hợp tác xã).
- Experiences in conduct similar activities
- Proven experience in working with communities, especially ethnic minorities ones.
- Excellent spoken and written communication skills in Vietnamese

7. HOW TO APPLY, SUGGESTED TIME AND BUDGET

Send a short Expression of Interest (less than 10 pages) including:

- Technical review methodology;
- Chart allocation of days (note details above under 'Timeframe');
- Proposed total budget including daily rate (in Vietnamese and includes PIT) for consultant and costs for fieldwork research;

And attached the following documents:

- CV of consultant (or consultant team);
- Contact details of at least two referees;
- Two samples of previous reports that are relevant to this consultancy.

Interested applicants should submit their Expression of Interest and complete the online application form through this link:

<http://childfund.org.vn/en/working-opportunities/vacancies>

by 27th September 2020. Only short-listed applicants will be contacted.

ANNEX

Project code: VN05-010

Duration: 2020-2023

Goal: Communities have increased resilience to climate risks through improved farmer practice in passionfruit farming

Outcome 1: DRR/CCA plans are implemented

Output 1: Village DRR/CCA committees established, DRR/CCA plans developed and incorporated into commune economic development plans, and resourced

Activity 1.1 – 12 village DRR/CCA committees established in 4 communes

Activity 1.2 & Activity 1.3 – Participatory Vulnerability Assessment conducted & DRR plans developed and incorporated into commune plans and resourced by the village, the commune/district or ChildFund

Activity 1.4 – Prioritized activities of DRR plans supported to be implemented (3 activities per year/ per village)

Activity 1.5 – Awareness raising activities on disaster and climate risk in the 12 villages and 8 schools

Activity 1.7 – Regular meetings at commune and district levels

Outcome 2: Passionfruit farming knowledge and skills of farmer field group members is improved and practices are adopted

Output 2: Farmer Field Groups are established to strengthen and promote the cooperation of farmers

Activity 2.1 – 12 village-level passion fruit FFGs are formed comprising 10 farmers each

Activity 2.2 – Farmers participate in study visits to other rural cooperatives and farming groups to understand the benefits and workable cooperative structures. The project will facilitate key connections between key members of targeted communities and leaders of role-model cooperative groups.

Activity 2.3 – Farmer Field Groups structure and schedule is established

Activity 2.4 – Training is given on passionfruit production, pre-processing and conservation, and in business management and marketing

Activity 2.5 – Farmers are supported with resources to establish passionfruit farms

Activity 2.6 – Women, youth and PwD are supported to influence DRR/Livelihood/livestock resilience at local and District/Provincial government levels (alternative livelihood for EM and poor people who cannot participate in passionfruit model)

Activity 2.7 – Organising regular meetings of passion fruit FFG

Activity 2.8 – One cooperative² is established based on the needs and willingness of representatives from the 12 village-level FFGs

² A *Cooperative* (Hợp tác xã) is a collective of economic organizations, named co-owners, with legal status, established by at least seven members, voluntarily formed to support each other in production, business, and job creation activities to meet the common needs of members, on the basis of autonomy, self-responsibility, equality and democracy in cooperative management. It is formed by District People's Committee's Project Management Unit and has support by the law (Law on Cooperative 2013).

Activity 2.9 – The financial and technical feasibility of the business idea understood; the business plan prepared; the organisation established

Activity 2.10 – Organize training on cooperative (Hợp tác xã): organization and operation; rights and obligations

Outcome 3: Vulnerable groups have increased access to information on DRR, gender equality, disability inclusion and child protection

Output 3: Women, youth and people from the 12 villages have improved awareness on gender equality, disability inclusion and child protection

Activity 3.1 – Training is given on gender, disability inclusion and child protection, including how to access online resources, online safety and accessing support

Activity 3.2 – Action plans demonstrate activities to promote the inclusion and empowerment of women and people with disabilities

Activity 3.3 - Child protection issues within the community related to DRR and passionfruit production are identified and incorporated into DRR/CCA plans

Activity 3.4 – Environmental Impact Assessment