

TERMS OF REFERENCE (TOR)
FOR AN INDIVIDUAL CONSULTANT TO CONDUCT DOCUMENTATION OF
SAFE SCHOOL FRAMEWORK IMPLEMENTATION AT SCHOOL LEVEL
Project “Building resilience to natural hazard in Central Region, Vietnam”

1. Background

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children’s unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Project information

The Building Resilience to Natural Hazards in Central Vietnam project funded by United States Agency for International Development (USAID) has been implemented over three phases: phase I (October 2015 – June 2017), phase II (July 2017 to September 2018) and currently phase III (March 2019- September 2021). It is implemented through the following consortium partners: American Red Cross (ARC, as lead) working with and through Vietnam Red Cross (VNRC); Catholic Relief Services (CRS); HelpAge International, (HAIV), Plan International (Plan); and Save the Children (SC).

The project goal is vulnerable population and local government authorities have increased resilience to natural hazard risks, reducing potential loss of life and assets due to extreme climate events. The project has the following objectives: 1. Local government agencies, mass organization and community based- organizations provide improved support to local communities to mitigate the adverse impacts of natural disasters. 2. Local communities act to prepare for and mitigate the impacts of natural disasters to protect their lives and property. 3. Schools increase disaster preparedness and have effective disaster management system to ensure safety. The project has been implemented in 4 provinces including Quang Tri, Quang Ngai, Ha Tinh and Quang Nam.

Safe School Framework

Safe school interventions are under the third objective and have been implemented across three-phases by the Consortium Members. Phase I, the safe school was implemented by Plan, SC, CRS and VNRC in 40 schools of 12 districts/ cities of 4 provinces. Phase II, the safe school was carried out by Plan, CRS and SC in 27 schools of 9 districts/ cities of 3 provinces. In phase II, safe school documentation was executed in selected schools in phase I, II to identify lessons learnt and good practices about safe school model in DRR, which partly contributed to the endorsement of the Safe school Framework on Disaster Risk Reduction and Risk Assessment and implementation guidance by the MOET. Phase III, the safe school has been implemented in 27 schools in four above provinces from March 2019 to September 2021. This safe school implementation has provided children, teachers and local community authorities with basic

knowledge and skills under the activities of the three pillars of safe school framework (safe learning facilities, school disaster management and risk and resilient education).

Furthermore, to support implementation of the National Strategy Action Plan on Disaster Risk Reduction for the period 2011-2020 in the Education sector, the Ministry of Education and Training (MoET) approved the “Safe School Framework on Disaster Risk Reduction and Risk Assessment and implementation guidance” in January 2019. The MOET conducted three TOT training courses across the country for the selected education officers at provincial/district level to roll out at school level.

2. Objectives

The documentation of Safe School Framework implementation at school level aims to collect the best practices, challenges and recommendations from schools in project areas and non-project areas to advocate for MoET, local authorities and other stakeholder in improving the quality of school based DRR program in the future. The report of this activity will be highlighting the following issues:

- (1) Do the existing guidance and tools need to be revised to be suitable for schools in different areas with different hazards?
- (2) What is the status of implementation of this model at school level after two years of issuing the Safe School Framework? What are differences between the implementation of this model in schools in different areas in Vietnam and between schools with additional support from projects by NGOs and schools with their own available funds only?
- (3) What are good practices, lessons learnt in the implementation of this model in schools, including successes, challenges and solutions?
- (4) What are actionable recommendations from schools to MoET and local authorities to improve the quality of this model in schools in the future?

Methodology

- In Consortium project areas: Data collection via face to face interviews with representatives from Natural Disaster Prevention and Control, Red Cross and Department of Education and Training at provincial and district level and school principal/key teachers; and group discussions with teachers, students and student’s parents.
- In Ninh Thuan province and non-project provinces: Data collection via online questions with Department of Education and Training at provincial and district levels and school principals/key teachers.

Sample

- In-depth interviews: there will have 51 people in total with consideration of gender balance to the extent possible including:
 - Project Management Board at provincial level: 06 people
 - 01 person in Ha Tinh: 01 staff of Provincial Red Cross (Partner of VNRC).
 - 01 person in Quang Tri: 01 person (Partner of Plan).
 - 02 people in Quang Nam: 01 person from Natural Disaster Prevention and Control (Partner of SC); and 01 person from district level (Partners of CRS).
 - 02 people in Quang Ngai: 01 person from Natural Disaster Prevention and Control (Partner of SC); and 01 staff from Provincial Red Cross (Partner of VNRC).

- Department of Education and Training: 09 people
 - 01 person in Ha Tinh (Partner of VNRC).
 - 01 person in Quang Tri (Partner of Plan).
 - 01 person in Quang Nam (Partner of SC).
 - 01 person in Quang Ngai (Partner of SC).
 - 01 person in Ninh Thuan (Partner of UNICEF).
 - 04 people in other provinces (by MoET).
- Bureau of Education and Training: 12 people
 - 01 person in Ha Tinh: Ha Tinh city (Partner of VNRC).
 - 02 person in Quang Tri: Dakrong and Trieu Phong district (Partner of Plan).
 - 02 person in Quang Nam: Hoi An city (Partner of SC); and Dien Ban district (Partner of CRS).
 - 02 person in Quang Ngai: Quang Ngai city (Partner of VNRC); and Binh Son district (Partner of SC).
 - 01 person in Ninh Thuan (Partner of UNICEF).
 - 04 people in other provinces (by MoET).
- School: 17 school principal or key teachers
 - 01 school in Ha Tinh: 01 school in Ha Tinh city (Partner of VNRC).
 - 02 schools in Quang Tri: 01 school in Dakrong district and 01 schools in Trieu Phong district (Partner of Plan).
 - 02 schools in Quang Nam: 01 schools in Hoi An city (Partner of SC) and 01 school in Dien Ban district (Partner of CRS).
 - 02 schools in Quang Ngai: 01 school in Quang Ngai city (Partner of VNRC) and 01 school in Binh Son district (Partner of SC).
 - 02 schools in Ninh Thuan (Partner of UNICEF).
 - 08 schools in 04 other provinces (By MoET).
- Communal authorities: Interview local authorities which surveyed schools belong to, including 07 people.
 - 01 ward in Ha Tinh: in Ha Tinh city (Partner of VNRC).
 - 02 communes in Quang Tri: 01 commune in Darkong district and 01 communes in Trieu Phong district (Partner of Plan).
 - 02 communes in Quang Nam: 01 ward in Hoi An city (Partner of SC) and 01 commune in Dien Ban district (Partner of CRS).
 - 02 communes in Quang Ngai: 01 ward in Quang Ngai city (Partner of VNRC) and 01 commune in Binh Son district (Partner of SC).
- Group discussion: 21 groups with 175 people in total.
 - Teachers: 07 groups (10 teachers (5 male – 5 female) per group) of 07 schools in four Consortium's project provinces: Ha Tinh, Quang Tri, Quang Nam and Quang Ngai.
 - Students: 07 groups with 10 students (5 male – 5 female) per group (1 group in each of 07 schools in four Consortium's project provinces: Ha Tinh, Quang Tri, Quang Nam and Quang Ngai).
 - Student's parents: 07 groups (5 people per group) of 07 schools in four Consortium's project provinces: Ha Tinh, Quang Tri, Quang Nam and Quang Ngai.

3. Consultant's responsibilities:

- Review project documents (project description, project reports, documentation of Safe School Framework implementation in phase 2 of the project, Safe School Framework in Disaster Risk Reduction and relevant documents of MoET, etc.).

- Develop necessary tools for data collection.
- Implement the various data collection activities, including face to face interview, group discussion and online survey.
- Process and analyses data gathered from the various data collection activities. This includes the following:
 - Creation of an electronic database for each type of data collected for the evaluation. A copy of each electronic database created must be submitted to SC at the end of the assignment.
 - Cleaning and validation of the data collected.
 - Consolidation of data collected.
- Write the first draft and the final version of the documentation report. The final version must include any modifications needed based on the comments given by SC and Technical Advisors during the presentation of the first draft. The first draft and final version of the evaluation report will be written in Vietnamese, plus an English executive summary of the report will be submitted to SC after having the agreed final version in Vietnamese.
- Develop a short presentation and share it in the dissemination workshop attended by relevant stakeholders.

The working location is defined by main tasks as below:

Task	Who	Location
Desk review and tool development	SC staff, UNICEF and MOET, Plan	Hanoi – SC office or Consultant’s home
Travel to collect data at the field	SC staff and consortium Member	4 project provinces: Ha Tinh, Quang Tri, Quang Nam, Quang Ngai
Conduct remote survey by sending the questionnaire to non-project province Non-project areas: 04 provinces will be determined by MoET, including 01 province in Northern Mountainous Region; 01 province in Hong River Delta Region, 01 province in Highland Central Region; and 01 province in Mekong Delta Region – Online survey	SC staff, MOET and UNICEF	UNICEF will support to send the online survey to the relevant partners (Department of Education and Training in the province and district level and schools. MoET will support to send the online survey to relevant partners . Consultant will send the questionnaire only
Consolidate data and write report in Vietnamese	SC staff, together with Plan, UNICEF and MOET	Hanoi – SC office or Consultant’s home
Present the report in dissemination workshop	SC staff	Hanoi or Danang

4. Timeframe and Input:

The tentative duration for the documentation from April to June 2021. The detail of timeline for each activity will be developed between SC and the consultant.

The consultant will be required to provide the key deliverables as follows:

Estimated commencement date: 27 April 2021

Estimated end date: 30 June 2021

Deliverable number	Deliverable title	Description	Format and style	Delivery date (tentatively)	No. of working day
1	Data collection tools	Draft and final versions of questionnaire, guidelines for group discussions and/or in depth interviews	Electronic file in Vietnamese	29/4/2021	01
2	Detail plan for data collection	Draft and final versions of detail plan for data collections, including targeted interviewers, expected output, number of interviewer and relevant questionnaire/guidance	Electronic file in Vietnamese	29/4/2021	01
3	Data collection	Travel to the field to collect the data in project areas and facilitate the data collection remotely in non-project provinces	N/A	4-15/5/2021	8
4	Data analysis	The records with detailed information of collected data	Electronic file in Vietnamese	24/5/2021	3
5	Documentation report	The draft and final versions of the report with detailed information about the results/findings of the documentation.	Electronic file in Vietnamese	24/5/2021	2
6	Presentation on key findings of report	Draft and final versions of a power-point presentation with key information/findings of the report	Electronic file in Vietnamese	24/5/2021	1
7.	Final documentation report				1
Total					17 days

5. Consultant's Qualifications:

- Have extensive experience and knowledge about Disaster Risk Reduction, Safe School Framework;
- At least 5 years of experience and use of qualitative research methods (data collection, analysis and reporting);

- Be familiar with online survey, including development of tools for online data collection;
- Have highly developed report writing skills and project documentation
- Having good experience in working various the government agencies at different level across the country.

6. Reporting Line

The consultant shall provide the below status updates for the duration of the services, and weekly progress updates with Project Manager through email.

- Deliverables 1-2: To be accepted by Project Manager within 3 working days of delivery date.
- Deliverables 3-4: N/A.
- Deliverable 5: To be accepted by Project Manager within 10 working days of delivery date.
- Deliverable 6: To be accepted by Project Manager within 3 working days of delivery date.

7. Payment information

- 100% of the total cost payable within 30 days of satisfactory completion of all deliverables.