

TERMS OF REFERENCE

Final evaluation

Fit For Future project (September 2018 -September 2022)

I. Introduction About Plan International Vietnam

Founded in 1937, Plan International is a development and humanitarian organisation that advances children's rights and equality for girls. We strive to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International has been working in Vietnam since 1993. By June 2019, Plan International Vietnam has improved the lives of more than 1,300,000 children, their families and communities from over 131 communes in 10 provinces across the country. Our goal by 2026 is to reach 2 million girls from 1,875 ethnic communities in Vietnam so they can learn, lead, decide, and thrive.

II. Project Background

2.1. Project Situation

According to the Socio-Economic Development Strategy #6 2011-2020 (SEDS6)¹, Vietnam aims to be a modernised, industrialised country by 2020 on a sound economic footing with high quality human resources and infrastructure. To achieve this, the strategy focuses on four sectors, including vocational training to adequately equip the workforce with the skills required to meet the demand of the emerging economy.²

The marginalisation of women in TVET training, especially in the IT sector, leads to countries losing out on the possibility of utilising the potential of this human capital. There is a strong desire to increase the participation of females in fields that have traditionally been dominated by males. IT is one of the male-dominated fields in Vietnam and globally. Moreover, there is growing pressure from international commitment of Vietnam to improve gender equality. Often, efforts to put in place appropriate policies and suitable support measures come to grief, or take inordinate long time to effect, for lack of the availability of easy-to-use examples, case studies, and other tools. Evidence based models would create learning opportunities and provide a frame of reference for the educational leaders and their planners seeking to introduce changes of this kind.

With a population of approximately 95 million people, Vietnam is an important regional market both for global technology vendors and for home-grown entrepreneurs. The latter are getting more encouragement to innovate as the country modernises and adopts international standards in areas such as communications infrastructure and education technologies³. According to a recent report by the Vietnam Software Association (Vinasa), the country will require approximately 400,000 IT

¹ Vietnam SEDS 6. Can be accessed at Economica.vn.

² The four focus sectors are Economy, Education/Vocational Training and Science, Resources and Environment and Social.

³ Oxford bussiness group (article: Vietnam's IT industry sees high growth rates, although education and training challenges remain)

workers for the 2016-20 period, while 290 universities and junior colleges in Vietnam and the other 170 training establishments can supply just 250,000 in that time.

At the same time and despite impressive literacy and numeracy achievements among Vietnamese workers, companies operating in Vietnam report a shortage of workers with the right skills. Employers identify job-specific technical skills as the most important qualification. However, businesses in the IT sector are also looking for cognitive skills, such as problem-solving and critical thinking, and behavioural skills, like team work and communication.⁴

Traditional perceptions of appropriate roles for men and women in the work place should be challenged. TVET must respond with gender-inclusive learning programmes, both in content and delivery, including measures to attract women into previously men-dominated training and careers.

2.2. Main issues

Competitive labour market conditions place particularly youth from poor families, remote rural areas and ethnic minorities at a disadvantage. At the same time, most manual labour jobs in industrial zones or temporary services jobs are low-paid and labour-intensive while there is a high demand for technical specialists, particularly in the growing IT sector. In addition to professional knowledge, candidates looking for a decent job must demonstrate foreign language and soft skills, areas not addressed by most current skills training programmes.

There is a significant lack of vocational training: only 27% of skilled workers / technicians have relevant training. There is generally a low enrolment of female students in IT training and workforce. The current statistics of girls' enrolment in IT courses at the private FPT Polytech College on IT is 10,4% and at REACH 20%.

2.3. Project summary

The project "Fit for the Future" improves the workforce readiness for disadvantaged youth aged 18 to 30. A special focus will be given to youth between the age of 18 and 24, particularly young women to increase the participation of female students in the IT sector which is currently dominated by men.

For this, the project follows a holistic educational approach by combining technical training in IT (graphic design, 3D modelling and web coding) with English and life skills education (i.e. values, teambuilding, communication, reproductive health) and job readiness training (CV preparation, interviews, work expectations). project will work with the local NGO REACH which is providing TVET short courses to disadvantaged youth and with the private FPT Polytech College on IT .

The Polytech College on IT in Vietnam enables more The disadvantaged youth to study in professional colleges and influences the TVET training system about girls' and women's abilities in the IT sector. The project will aim at increasing the ratio of female students in both training centre (REACH) and institution (FPT) and provide an evidence base for scaling up the intervention.

Project period: Initial project implementation plan is from September 2019 to August 2021. Then the project was extended both implementation period and cost to until 30 September 2022.

2.4. Project expected results

Project impact:

⁴ World Bank 2014: Vietnam Development Report

The work force readiness for disadvantaged youth, particularly young women, in the IT sector is improved, narrowing the gender technology gap and economically empowers young women to advance equality in their lives.

Impact indicators

- *% of participating disadvantaged youth aged 18 to 30 who have secured quality employment within 6 months after training.*
- *% of youth who demonstrate a positive change in the five key indicators (economic security, perceived social status, decision-making ability, self-confidence and job satisfaction).*
- *% of participating businesses who return to provide internships or hire additional graduates.*
- *% of young women enrolled in IT training courses increase from 29% (currently) to 50% in the third year*

Result 1: 1600 youth are oriented and sensitized on IT TVET course vocational education, job opportunities, and gender equality among which 815 disadvantaged youth (about 50% female) enrolled in quality IT training courses.

Monitoring indicators:

- *495 disadvantaged youth enrol in a 3-month vocational training course on web design (at least 40% female).*
- *90 disadvantaged youth (at least 40% female) enrol in a 6-month vocational training course on 3D modelling.*
- *60 disadvantaged youth (at least 30% female) enrol in a 6-month vocational training course on coding*
- *170 disadvantaged youth (80% female) enrol in a 12-month IT vocational training course.*

Result 2: 733 disadvantaged graduated (90% of enrolment) are introduced to quality job opportunities through job placement and business network strengthening.

Monitoring indicators:

- *445 graduates (at least 40% female) of web design are employed in a related job*
- *135 graduates (at least 30% female) of 3D modelling and coding are employed in related job*
- *153 graduates (50% female) of IT are employed in related job*
- *60% of youth placed retain their position for a minimum period of 6 months.*

Result 3: Labour users, trainee's families and trainers are ready to orient/support youth, especially female youth in their job oriented vocational training (JOVT) and to accompany them in their job search/creation opportunities.

Monitoring indicators

- *# of meetings/workshops with business to develop network.*
- *# of businesses committed to providing internships and/or job opportunities for qualified disadvantaged youth.*
- *% trainers at REACH and FPT increase their awareness on gender equality and skills to provide job orientation to girls on IT training section.*
- *# business agreed to provide internship/ job opportunities for female trainees*
- *# of communication products/stories broadcasted on webpage of REACH and FPT about the girls' capacities on IT related work*

2.5. Project partner: Main partners of project are REACH institute and FPT Polytechnique.

2.6. Geographical coverage: Ha Noi, Hai Duong, Da Nang, Buon Me Thuot.

2.7. Project expected number of beneficiaries:

- Direct:

The project will target disadvantaged youth both originally from Hanoi and migrants from rural areas, including 815 disadvantaged youth (50% who will be young women) aged 18 to 30 years. A special focus will be given to youth with disabilities. 800 youth will benefit from TVET and at least 733 (90%) will graduate and start related jobs in the IT sector.
- Indirect:
 - 11,600 families of youth participating in TVET youth vocational orientation and/or training;
 - REACH and its 40-permanent staff.
 - FPT Polytech College and its 40 IT trainers.
 - 500 businesses in the IT sector (100 existing business network partners of REACH and 400 of FPT), participating in network activities and providing training, apprenticeship, or employment opportunities.

III. The Final Evaluation Focus

3.1. Evaluation objectives.

The purpose of this final evaluation is to access the results of the project "Fit for the Future" by reviewing the relevance, effectiveness, impact, efficiency, coherence and sustainability identifying key lessons learnt, making concrete recommendations for other vocation training project under SOYEE program of Plan Vietnam as well as lesson learnt and recommendations for REACH and FPOLY in vocation training for disadvantaged youth, especially female youths.

Specific objectives of the evaluation are:

- Assess impact and outcomes of the project under the achieved results, criteria of effectiveness, efficiency, relevance, sustainability, influence, reliability & scale, coverage and targeting.
- Identify best practices, lesson learnt, recommendations for other vocation training projects under SOYEE program of Plan Vietnam as well as recommendations for Plan's partners REACH and FPOLY in vocation training for disadvantage youths and female youth in particular

To address the specific objectives of the evaluation, the evaluator(s) will be expected to provide answers to the following specific questions:

Effectiveness

- To what extent have the project's objectives (outcomes/expected results) been achieved?
- What factors supported or impeded the achievement of the project objectives?

Impact

- Which positive, lasting effects and behavioral changes can be perceived?
- Were there any unintended effects of this project?

Relevance

- How consistent were the project activities and its achieved effects with the needs of the beneficiaries and the requirements of the country
- How well did the project adapt to changing external contexts (such as the occurrence of the Covid 19 pandemic) over time?

Coherence

- How compatible are the (intended) project results with the policies and strategies of the national Government?

Efficiency

- Which alternative approaches might have led to similar results at lower cost?
- To what extent were the results achieved on time and with a minimum of resources?

Sustainability

- Which evidence indicates that the achieved effects will continue after the completion of the project?
- To what extent are project's partners (REACH and FPOLY) willing and able to take ownership of established processes and systems?

Learning and improvement

- What were the key challenges experienced during project implementation and what were the lessons learnt?
- Which additional programming options might be applied to complement or replace the program design to improve effectiveness and impact?

Scaling up

- To what extent is there potential for project results to be scaled up or duplicated at partners and other related stakeholders after the project end?

Gender and inclusion

- How successful were the applied gender and inclusion sensitive approaches in narrowing the gender technology gap and economically empowering young women to advance equality in their lives?

3.2. Target readers/ Key stakeholders involved and utilization of evaluation report.

The report should provide the Plan International management as well as the donor with an accurate and reliable assessment of the results and changes produced by the project's intervention in the lives of beneficiaries and its impact and sustainability. Moreover, it should provide recommendations for future programming and policy advocacy.

The findings will be primarily used by parties involved in the action: (a) the donor; (b) Plan International' staff at CO and NOs; (c) Project implementing partners (d) government partners **at all levels.**

3.3. Target groups to be covered

This evaluation needs to cover the key target groups of project as follow:

- Youths, who received vocation trainings support by project.
- Youth's parents
- REACH and FPOLY staff.
- Representatives of business in business network of REACH and FPOLY.
- Youths participating the vocational communication event.
- Vocational training bureau, MOLISA.

Based on the project target groups and beneficiaries, the consultant should submit sample size to Plan. The consultant(s) could also identify and suggest additional or excluded stakeholders that they feel are important to involve to ensure they get the information they need to answer the Evaluation Questions.

3.4. Timeframe

This evaluation needs to cover whole implementation period from 1 September 2018 to 30 September 2022.

3.5. Geographical coverage.

This evaluation needs to cover all training centers participated in project including Ha Noi, Hai Duong, Da Nang and Buon Me Thuot.

3.6. Scope and Methodologies

a. Scope of Consultant's works:

- Review relevant documents including the project indicator. Documents will be provided by Plan.
- Work with Plan project team to finalize the data collection tools, outline of report and detailed schedule of field data collection.
- Provide quality control during the field data collection and share initial findings to Plan International and local partners.
- Prepare a detailed evaluation plan including technical design and preparation such as materials on field data collection, data entry, data cleaning and analysis, as well as reporting and presentation of the final report to Plan.

- Provide training for field data collectors as staff or projects youths of REACH and FPOLY if mobilizing collectors from Plan's partners and quality control during data collection.
- Analyse statistically the data collected from survey/ assessment. The analysis will generate holistic statistics information by target groups following performance indicators. Statistics will be divided by gender and target groups.
- Draft and finalize the report to reflect comment and inputs from related stakeholders.

b. Methodologies.

- The recruited consultant/s will be expected to develop a detailed methodology for data collection, data management and analysis and budget estimation in their proposal. It is expected that the consultant uses a participatory approach with participation of representatives of target groups mentioned above.
- The consultants/ experts are recommended to use different data collecting methods (both qualitative and quantitative), such as (but not limited to):
 - Desk review (external literature, key project documents): review the relevant documents, including the project proposal, resources and results framework, documentation, reports, and other relevant research.
 - Direct observation
 - Key informant interviews
 - Questionnaires
 - Focus group discussions

The information from different sources will be triangulated to increase its validity.

c. Sample

The consultants/ experts (team) will be expected to propose an appropriate sampling methodology and size that is statistically valid and cost-effective, based on information provided by the project team to ensure that necessary information can be collected. All data, qualitative and quantitative collected through the study must be disaggregated by sex and location,. Both the sample size and revised will be discussed and agreed with PIV project team before the commencement.

The consultants/ experts are expected to develop and suggest a sampling strategy including a description of:

- Sample size (or expectations of the consultant (s) in calculating it).
- Necessary respondents' disaggregation
- Number and type of locations
- Sampling approach

* Sample size submitted to PIV should follow table format below:

Data collection methods	Sample	Total
Questionnaires	With men, women With young girls	
FGD	With young girls	

	With young boys Local government staff	
KII	With partners and stakeholders	
....		

- The consultants need to consult with the stakeholders and Plan staff for their initiative findings as well as for the reports
- The consultant(s) could also identify and suggest additional or excluded stakeholders that they feel are important to involve to ensure they get the information they need to answer the Evaluation Questions.

d. Report writing:

The consultants will work closely with Plan staff (technical lead on SOYEE, Project team and M&E specialist) to discuss and agree on report contents after processing the collected data for developing an evaluation report using appropriate data processing applications. The required structure and format of the Final Evaluation Report is as attached **annex#2** of this TOR.

e. Dissemination of findings:

Findings of the final evaluation should be disseminated to the stakeholders and beneficiaries in the project's final review sharing workshop in order to get their feedbacks/comments. Dissemination activities will be logistically organized by Plan to project partners, stakeholders and beneficiaries in closing workshop. The consultant will prepare and do presentations.

f. Proposed timeline for the evaluation: From 1st July to 25th September 2022

Output delivery / Activity	Deadline	Responsibility
1. Design for the final evaluation upon agreement between Plan and the selected consultant/team (Tools, sample size, implementation plan)	Within 5 working days after signing contractor's contract and receiving the project related documents. (to be completed before 15 th July 2022.	Consultants
2. Finalize the designs after received feedbacks from Plan.	Within 2 days after receiving feedback from Plan. (To be completed before 20 th July 2022)	Consultants
3. Field survey (Preparations for Data Collection (tool testing, translation of tools, mobilization	To be completed at the end of August 2022.	Consultants with logistic support by Plan.

of respondents, training of enumerators where applicable, ethical or government approval for data collection (where applicable)); - Data Collection; - Data Entry and Cleaning; - Data Analysis; - Validation of findings with key stakeholders and respondents		
4. First draft of report submitted to Plan	7 th September 2022	Consultants
5. Finalize the report with feedback from Plan and it's partners.	Before 20 th September 2022.	Consultants
6. Presentation the evaluation results with Plan and it's partner.	Before 25 th September 2022	Consultants

3.7. Deliverables:

- Proposal with questionnaires, methods of assessment analysis, sample for evaluation, timeframe and budget;
- Data storage system in excel or SPSS or any other analysis tools available and applicable;
- Data analysis;
- Presentation of key findings after field data collection which presented with Plan International and local partners.
- The final report with no more than 40 pages, including executive summary (2-3 pages), findings from the different elements of the study, recommendations and appropriate documentation on methodology and data (see annex 1).
- All outputs delivered in both in English and Vietnamese languages.

IV. Management

Consultant(s) will conduct evaluation survey based on the workplan and methodology agreed with Plan Vietnam.

Project coordinator in Country Office of Plan Vietnam will be the focal person to coordinate the consultant hire, work plan, methodology and review reports to ensure the report meets criteria.

Project coordinator in Program Unit of Plan Vietnam will be the focal person to coordinate and arrange the in-country meetings, invite key relevant stakeholders for interviews, FGDs during field data collection as well as input comment during finalization of the reports.

Level of Contact with young people:

High level: The target group in this evaluation is from 18 years and over only. Interaction with young people from 18 to 24 in consultations are required. The consultant must comply with Plan's safeguarding children and young people policy throughout the research process

V. Ethical And Child Protection Statements.

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

Note: Before implementing data collection, the consultants must get Ethics Approval by a recognised university or a national ethics committee or PLAN-Ethics Review Team (Feedback from ERT will be provided within 2 weeks timeframe from submission).

VI. Consultant Qualifications.

The consultant(s) will be:

Responsible for (but not limited to) undertaking the evaluation from start to finish and for managing the survey under the supervision of evaluation task manager from Plan International Vietnam as well as finalizing data collection tools and reports in English;

Responsible for (but not limited to) guiding local partner's staff to use designed tools in data collection, working closely with project team during the time of survey conducting, conducting some selected FGD, KII, data processing and analysis, report writing, translating final reports from English into Vietnamese, preparing power point presentation in Vietnamese.

Required Competencies

- Demonstrable expertise (5 to 10 years) on YOUTH ECONOMIC ENGAGEMENT with gender sensitizing.
- Demonstrable experience (5 to 10 years) in designing and conducting quantitative and qualitative research/evaluation of complex programs and ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately;
- Strong analytical skills and previous experience in data entry using statistical analysis
- Software.
- Experience in undertaking participatory research and consultations
- Knowledge of Vietnam's governance and cultural context.
- Knowledge of women's and children's rights: previous experience conducting research with

children and vulnerable groups would be considered an asset;

- Excellent and demonstrated understanding of ethical issues in research.
- Excellent written and verbal communication and reporting skills in English.

VII. Budget

The consultant is required to propose the detailed budget (including VAT) for the consultancy together with the final evaluation proposal, and submit to Plan Vietnam for review and approval. The budget should include number of days and daily rate for the lead consultant(s) and in-country evaluation assistants.

Payment schedule

Milestone/Key deliverable	Amount to be paid (%)	Expected timeframe
Satisfactory submission of inception report	30%	
Satisfactory submission of inception report (including revisions and incorporation of Plan's feedback) as well as presentation of key findings	70%	

VIII. How To Apply?

Applicants should prepare and submit an application package by 5:30PM, June 15th, 2022 via email to Plan International in Vietnam: Dzung.ngokim@plan-international.org and Trung.truongvu@plan-international.org.

Kindly submit the following application documents:

- Expression of interest should not exceed (04 pages), outlining how the Consultant(s) meets the selection criteria and how their project final evaluation proposal meets these TOR and the proposed evaluation methodology;
- A proposed activities schedule/work plan with time frame.
- Copy of CV of the consultant(s) who will undertake the evaluation
- Recent examples of similar work report written by the applicant.
- Financial proposal detailing consultant(s) itemized fees, data collection and administrative costs
- 3 referees need to be provided./.

Annex #2: PROPOSED STRUCTURE OF FINAL EVALUATION REPORT [1]

Title page

Standard cover page

Acronyms and Abbreviations

Table of Contents

List of Tables and Charts

Acknowledgement

1) Executive summary

The purpose of the summary is to give readers, who don't want to read the full report, a good overview of the essential information in the report. The summary should:

- Be short, "stand-alone" document of no more than 3-4 pages.
- Be easily read and easily understood
- Contain at least the following information:
- Key facts of the programme/project work evaluated including location, objectives, main activities and expected results
- Key facts about the evaluation process (objectives, dates, methodology, limitations)
- Main findings with brief explanation of the type of evidence the findings are based on
- Main conclusions
- Opportunity for scale up.
- Key Recommendations for next phase (if any are given)

2) Goal, objectives and intended use

A clear explanation of the overall goal, objectives and the intended users of a report will help readers understand the choice of methodology and the way the information is presented.

This section should describe:

- Overall goal and objectives
- Type of evaluation
- The key questions to be answered by the evaluators

3) Description of the programme work evaluated

The description should include:

- Basic information of name of the project/programme, Plan impact area(s) covered; start and end date of the project/programme (as appropriate); location (country and PU's);
- NO support and GAD number as relevant; expenditure to date; number of adults and children reached (disaggregated as appropriate).
- The stated objectives and expected outcomes; a brief explanation of the programme/ project design and its theory of change (e.g. the issues the programme/project aims to address; the choice of approaches, interventions, target groups, partners); as well as any specific cross cutting issues (e.g. gender, exclusion) that were given particular emphasis in the programme/project.

4) Methodology and Limitations

This explains how the evaluation was carried out, the methodology followed, the main stakeholders involved (disaggregated by at least sex), and any reservations the evaluators may have about the information and

findings. The section should include:

- The evaluation questions and the approach taken to respond to them
- The methods of data collection and analysis, sampling, information sources, and efforts made to include the voices of children and different vulnerable or excluded people/groups (e.g. consultations or specific information from different identified groups).
- Ethical and child protection considerations
- Any limitations or difficulties (e.g. timing of evaluation, representativeness or quality of data, potential bias, weakness in methodology, or practical issues of access, support, budget, etc).

5) Main narrative of findings

- Reflects on and responds to the evaluation objectives and evaluation questions in the Terms of Reference
- Provides a comprehensive analysis of the programme/project including its fit and contribution to the relevant programme/country strategy.
- Brings together the different observations and data to a balanced and logical assessment
- Identifies any differences in opinion or conflicting views
- Demonstrates that the views of relevant stakeholders including those less powerful or excluded, have been sought and are reflected in the analysis
- Analyses (using disaggregated data) how, if at all, the programme/project has affected different groups of children, youths and adults
- Clearly explains and/or reference sources of information, quotes and opinions.

6) Conclusions and recommendations

The conclusions should be directly based on the findings, and:

- Be presented in a logical order and in a way that makes sense to the readers
- Clearly link back to the evaluation objectives and evaluation questions stated in the TORs
- Focus on issues of significance
- Clearly distinguish between what conclusions are based on systematic evidence and what are assumptions, indications or tendencies
- Identify and reflect on the implications of the conclusions (e.g. what kind of programmatic or organisational issues need to be addressed)

Recommendations: Recommendations may or may not be appropriate, it depends on the purpose and type of evaluations; and sometimes it may be more appropriate to develop recommendations in a wider consultation with stakeholders after the evaluation.

If recommendations are given, these should:

- Be relevant and useful, specific and realistic; and either relatively few in number or very clearly prioritised
- As far as possible, have been developed in consultations with, and validated by, key stakeholders
- Well-grounded in the findings and conclusions

7) Annexes and reference information

Expected beneficiaries:

Direct beneficiary

Indirect beneficiary

Project partners: