



## **TERMS OF REFERENCE**

### **To conduct project's Endline survey and Final Evaluation Better livelihood for ethnic minority youth in Ha Giang &Lai Chau**

Location: Ha Giang &Lai Chau

Duration: December 2023

#### **1. Introduction of Plan International Vietnam**

Founded in 1937, Plan International is a development and humanitarian organization 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 organization, 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 northern and central Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to start life and grow up physically and mentally healthy and as adolescents so they are leading the way to shape their own future. We believe girls have the power to change the world. Our ambition, in the period of 5 years from 2021 – 2025, is to work alongside them and together take action so that 2 million girls in Vietnam can learn, lead, decide, and thrive.

#### **2. Project Background**

##### **2.1. Rationale of project**

In Vietnam, where economic growth is remarkable, urban areas continue to develop, while rural areas are left behind, and inequality has not improved. In the north of Vietnam, access to urban areas is difficult and geographical barriers, such as limited cultivated land, is slowing the development of the area. In addition, the high minority population also hinders the development in the north. The Kinh people make up about 86% of Vietnam's total population, while in the 13 targeted communes, more than 95% of the population is ethnic minority. The poverty rate of ethnic minority population is 65.9% for Hmong and 28.4% for Dao, while it is only 2.9% for the Kinh, clarifying the economic gap amongst the ethnic groups.

"Better livelihood for ethnic minority youth in Ha Giang and Lai Chau" project has been implemented since 2021 to promote the new livelihood opportunities in the north of Vietnam. The project has provided 3,210 youth in the target communes with the livelihood training opportunities, funded by the Ministry of Foreign Affairs of Japan (MOFA) and Plan International Japan. The project has conducted a series of activities to build capacity for ethnic minority youth on business administration skills, food processing skills, and gender equality, in addition to the livelihood skills.

## 2.2. The overall goal of project

Young ethnic minority in Ha Giang and Lai Chau will be able to create their own way to increase income, not limited to in traditional way by getting knowledge and techniques in their commune. Detailed logframe which was approved by the donor is attached to annex 1 of this document.

## 2.3. Project implementation period

01/MAR/2021 – 29/FEB/2024

## 2.4 Geographical coverage:

### Ha Giang Province

Tan Tien, Ban Luoc, Tu Nhan, Chien Pho, Po Lo communes in Hoang Su Phi District district; Nan Ma, Nam Dan, Ta Nhiu communes in Xin Man district

### Lai Chau Province

Dao San, Nam Xe, Ban Lang, Khong Lao, Hoang Then communes in Phong Tho district

## 2.5. Project Implementation Partners:

- Department of Agriculture and Rural Development in Ha Giang
- Agriculture Technical Service Center in Lai Chau
- Women’s Union in Ha Giang and Lai Chau (provincial, district, commune level)
- Youth Union in Ha Giang and Lai Chau (provincial, district, commune level)

## 2.6 Project’s Target Groups:

### Direct Beneficiaries

Youth in target communes (More than half will be women)	3,140
District Agriculture Service Center Staff (15 staff from each District)	45
Commune People (30 people from each communes)	390
Commune People’s Committee members (5 members from each communes)	65
District People’s Committee members (12 members from each District)	36
Province People’s Committee members (15 members from each Province)	30
Total	3,706

### Indirect Beneficiaries

- Youth in target communes: Approximately 9,600 people
- Population in all target communes: Approximately 60,000 people (including above youth)

## 2.7 Project’s Donor

- Ministry of Foreign Affairs of Japan (MOFA)
- Plan International Japan

### 3. Project Final Evaluation Focus

#### 3.1. Purpose of the Final Evaluation

The final evaluation will be conducted before the project’s closure as committed in the project proposal. Its purpose is to evaluate the success of project’s interventions after 3 years of implementation. Firstly, it will measure levels of change before and after the interventions among beneficiaries, including implementation partners, the local community, and youth. Secondly, it is expected to study the results of the project’s interventions compared with the initial design, identifying the gaps to be filled for upcoming funding opportunities. Finally, the evaluation will provide recommendations on the project interventions to be scaled up or taken forward by governments from national to local levels, civil society organizations, and other development partners independently.

#### 3.2. Scope of work

Based on the endline data collection to be done by the consultants, we expect the consultants to address the results of the project “**Better livelihood for ethnic minority youth in Ha Giang and Lai Chau**”, and evaluate the interventions against the OECD DAC criteria as follow:

DAC criteria	Key questions
<b>Relevance</b>	<ul style="list-style-type: none"> <li>● How consistent were the project activities and its achieved effects with the needs of the beneficiaries and the requirements of the country?</li> <li>● Are the activities and outputs consistent with and/or contributed to the intended impacts and effects?</li> <li>● How well did the project adapt to changing external contexts (such as the occurrence of the Covid 19 pandemic) over time?</li> </ul>
<b>Coherence</b>	<ul style="list-style-type: none"> <li>● How compatible are the (intended) project results with the policies and strategies of the national Government?</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>● To what extent have the project’s objectives (outcomes/expected results) been achieved?</li> <li>● What factors supported or impeded the achievement of the project objectives?</li> <li>● How effectively the project has been able to work with formal and informal stakeholders, government agencies and members of local bodies in order to achieve outcomes/ objectives?</li> <li>● How has the project engaged with young men, women, non-binary etc. youth and how did their respective experiences differ?</li> <li>● To what extent have the target participants feel satisfied with the project interventions?</li> </ul>
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>● To what extent was the project approach efficient in delivering the project interventions and what could be improved?</li> <li>● Which alternative approaches might have led to similar results at lower cost?</li> <li>● To what extent were the results achieved on time and with a minimum of resources?</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li>● Which positive, lasting effects and behavioral changes from perspective of educational system and behavior change can be perceived?</li> </ul>

	<ul style="list-style-type: none"> <li>● Were there any unintended effects (positive or negative) of this project?</li> </ul>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>● Which evidence indicates that the achieved effects will continue after the completion of the project?</li> <li>● To what extent are project's partners willing and able to take ownership of established processes and systems?</li> <li>● How has the project been able to support and build capacity of key target audience participating in the project?</li> <li>● How did the project coordinate with other Plan programmed and projects working in same target area or on similar themes?</li> <li>● What are the lessons learnt and key strategies of the project that can be considered for the future?</li> <li>● Which additional programming options might be applied to complement or replace the program design components to improve effectiveness and impact?</li> </ul>
<b>Gender and inclusion</b>	<ul style="list-style-type: none"> <li>● 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?</li> <li>● How could the approach be more effective?</li> </ul> <p>*The Consultant needs to understand and pay attention to Plan's gender transformative approaches (gender marker), to assess against 6 specific elements:</p> <ol style="list-style-type: none"> <li>1. Addressing gender norms throughout the life-course.</li> <li>2. Strengthening girls' and young women's agency.</li> <li>3. Advancing both the condition and position of girls, young women, and women.</li> <li>4. Working with boys, young men, and men to embrace gender equality and exercise positive and diverse masculinities.</li> <li>5. Responding to the needs and interests of girls and boys in all their diversity.</li> <li>6. Fostering an enabling environment for gender equality and girls' rights</li> </ol>

#### 4. Users of the Evaluation

The report aims to 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.

#### 5. Methodology

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 if mobilizing collectors from Plan's partners and quality control during data collection.
- Analyze 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, location, age and disability. Both the sample size and any revisions 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

The project proposes to use a both quantitative and qualitative data collection methodologies at final evaluation to evaluate the success of the interventions. The selected consultants are

expected to be responsible for describing the overall evaluation design, developing tools, data sources to be used (including sampling), methodology and data collection tools that are best suited to the assignment and local context. The consultants/ experts are recommended to use multiple data collecting methods, such as:

- Desk review (external literature, key project documents): review the relevant documents, including the project proposal, resources and results framework, monitoring data, documentation, reports, and other relevant research.
- Direct observation
- Questionnaires
- Focus group discussions
- Key informant interviews

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

Data collection methods	Sample by age (<24, >24)	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 initial 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 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.

**6. Expected timelines:**

The final evaluation is tentatively initiated in December and completed in January 2023. Tentative timeline is as below:

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 12 <sup>nd</sup> December 2023)	Consultants
2. Finalize the designs after received feedbacks from Plan.	Within 2 days after receiving feedback from Plan. (To be completed before 20 <sup>th</sup> December 2023)	Consultants

<p>3. Field survey (Preparations for Data Collection (tool testing, translation of tools, mobilization of respondents, training of enumerators where applicable, ethical or government approval for data collection (where applicable));</p> <ul style="list-style-type: none"> <li>- Data Collection;</li> <li>- Data Entry and Cleaning;</li> <li>- Data Analysis;</li> <li>- Validation of findings with key stakeholders and respondents</li> </ul>	<p>To be completed before 10<sup>th</sup> January 2024</p>	<p>Consultants with logistic support by Plan.</p>
<p>4. First draft of report submitted to Plan</p>	<p>19<sup>th</sup> January 2024</p>	<p>Consultants</p>
<p>5. Finalize the report with feedback from Plan and it's partners.</p>	<p>Before 24<sup>th</sup> January 2024</p>	<p>Consultants</p>
<p>6. Presentation the evaluation results with Plan and it's partner.</p>	<p>Before 2<sup>nd</sup> February 2024</p>	<p>Consultants</p>

## 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 at Workshop for Plan's and other project stakeholders' comments;
- Complete the final report, which should not exceed 45 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 3).
- All outputs delivered in both in English and Vietnamese languages.

## 8. 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 (Ms. Haruna Ishimaru) 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 consultant must comply with Plan's safeguarding children and young people policy throughout the research process.

## 9. Ethics and Child Protection.

Plan International Vietnam 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 recognized university or a national ethics committee or PLAN-Ethics Review Team (Feedback from ERT will be provided within 2-3 weeks timeframe from submission. For sensitive applications initial feedback may take longer, and there may be multiple rounds of feedback (with adequate time needed to action and review feedback/ revisions).

## 10. Expected qualification and experience of consultant(s)

### Responsibilities

- Undertaking the evaluation from start to finish, including data processing and analysis
- Managing the survey under the supervision of evaluation task manager from Plan International Vietnam
- 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
- Preparing Power Point presentation in Vietnamese for result-sharing workshop
- Presenting the result of the evaluation at result-sharing workshop

Consultants expected having qualification and experience as below:

- Proven experience in carrying out project evaluations, especial evaluation gender, child rights, and women rights project/programme.
- Proficiency in qualitative and quantitative methods of data collection.
- Proven experience with data analysis.
- Proficiency in statistics.
- Advanced degree in social sciences, development studies, gender studies or relevant fields.
- Significant experience working in gender, monitoring and evaluation (baseline study, social research, use of participatory techniques).
- Knowledge on child rights and women rights.
- Knowledge on Northern Vietnam is preferred.
- Excellent writing and speaking skills in both English and Vietnamese languages.

## 11. Applications

The applications should be submitted no later than 13h00, November 30, 2023 to [van.phamthihong@plan-international.org](mailto:van.phamthihong@plan-international.org). Interested consultant(s) should send proposal with the details as below:

- 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 detail technical evaluation proposal, which features research design and implementation schedule/work plan with specific time frame
- Financial proposal detailing consultant(s)
- Copy of CV of the consultant(s) who will undertake the evaluation
- Recent example(s) of similar work report written by the applicant
- Name of 3 referees

Only short-listed teams will be contacted for interview. Interviews will be conducted at the Plan International office in Hanoi. The selected consultant(s) will be requested to sign Plan International Global Safeguarding Children and Young People policy and Anti-fraud, Anti-bribery and Corruption policy.

<b>Prepared by</b>	<b>Date:</b> _____
<b>Technical Reviewed by</b>	<b>Date:</b> _____
<b>Financial Reviewed by</b>	<b>Date:</b> _____
<b>Approved by</b>	<b>Date:</b> _____

### Annex 1: Project M&E Log-frame/Project's indicator table

<b>Goal</b>	Young ethnic minority in Ha Giang and Lai Chau will be able to create their own way to increase income, not limited to in traditional way by getting knowledge and techniques in their commune.	
<b>Project objective</b>	An environment for young ethnic minorities to improve their income will be established in the target areas.	
	Description	Indicators and Means of verification
<b>Outcome</b>	Young people, especially young women in their diversity, build on and develop their skills for wage or self-employment opportunities.	<p>Indicators</p> <ul style="list-style-type: none"> <li>• % of Trainees who scored 80% on post-training test (target 80% of all trainees/Year 1-3)</li> <li>• % of Trainees who increased their income for 10% or more within one year after the training (target 70% of all trainees/Year 2&amp;3)</li> <li>• Increased % of women who participate in family finance management (target 20% /Year 1-3)</li> </ul> <p>Means of verification</p> <ul style="list-style-type: none"> <li>• Result of post-training test</li> <li>• Monitoring and tracking research after the trainings</li> <li>• End line study of the project</li> <li>• Survey at Youth club regular meetings</li> <li>• Questionnaire at the commune events</li> </ul>
	Community members and community leaders support young people to pursue skills development and to take on opportunities for wage or self-employment of their choosing.	<p>Indicators</p> <ul style="list-style-type: none"> <li>• Number of local government offices and/or business owners which support young entrepreneurs (5 offices/persons /Year 2&amp;3)</li> <li>• Number of suggestions/proposals by youth which were incorporated into local gov. Development plan (target 1 proposal from each province/Year 3)</li> </ul> <p>Means of verification</p> <ul style="list-style-type: none"> <li>• Local government development plan</li> <li>• Monitoring survey of youth's livelihood activities</li> <li>• End line study of the project</li> </ul>

<b>Sustainability</b>	<ul style="list-style-type: none"><li>• The knowledge and skills provided in the trainings will remain with the beneficiaries and contribute to improve their income even after the end of the project.</li><li>• The training centers will belong to each commune and continue to function as an information base that helps local youth to improve their living.</li><li>• Through regular dissemination and dialogue, cooperation mechanism with the local government will be established and support for youth-led economic activities will continue.</li><li>• Series of local events will promote gender equality in the target areas and more women will be economically independent. As a result, early forced marriage and pregnancy cases will decrease and women will play a greater role in development of their commune.</li></ul>
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## **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
- Include, but not limited to, 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 conclusion
  - 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
- 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) Data Quality Assurance**

Data Quality Assurance (DQA) refers to the process of ensuring that the data we collect is of high quality – ensuring its usefulness for the evaluation. DQA encompasses the standards and processes required to maximise the quality of our data through the way that we collect, verify and analyse it. It also includes the steps we take to assess limitations, and either mitigate them or document them transparently. It should also include information on research ethics.

#### **6) Research Ethics**

#### **7) 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 therelevant 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.

## 8) 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)

If **recommendations** are given, these should:

- Be relevant and useful, specific and realistic; and either relatively few in number or very clearly prioritized
- Have been developed in consultations with, and validated by, key stakeholders
- Well-grounded in the findings and conclusions

## 9) Annexes and reference information Expected beneficiaries:

Direct beneficiary

Indirect beneficiary

Project