

TERMS OF REFERENCE

Data collection for Baseline in Lai Chau and

Midterm assessment in Quang Tri

Economic and social empowerment of adolescents and young people, especially women (11-24 years old) – DGD Program

I. Background

Plan International is a child rights, girls focused organisation working with communities in many countries to alleviate child poverty so that children can realise their full potential. In Vietnam, Plan International has been established since 1993. To date, we are working to improve the lives of more than 200,000 children, their families and communities in over 90 communes in 9 provinces across the country. Working in partnership with local people, organisations and government bodies at all levels is our core approach to build a better future for children in Vietnam. Our goal up to 2025 is to take action so that 2 million girls in Vietnam can learn, lead, decide, and thrive.

In Viet Nam, with support from DGD and Plan International Belgium (PIB), Plan International Vietnam (PIV) is working with partners to implement the 5-year programme in Quang Tri (2022 – 2026) and Lai Chau provinces (2024-2026), namely DGD program 2022 - 2026, with the total budget of about 1.8 million euro. Currently, its key partners are Quang Tri Women's Union. For the program component in Lai Chau, PIV is in the process of discussing with Lai Chau Women Union to implement the project in 3 years, expected to start from May 2024 till December 2026.

The outcome of the entire programme (both in Quang Tri and Lai Chau) is for adolescent and young people, especially ethnic minority adolescent girls and young women (11-24), to be economically and socially empowered to learn and thrive in a protective environment and live free from violence including in school and professional environment.

To achieve this outcome, the programme relies on four (4) outputs:

- i. Ethnic minority adolescent's girls and boys age 11 to 18 benefit from an enabling educational environment and are empowered to make positive choices in a gender equal and protective school environment.
- ii. Ethnic minority young people, especially young women aged 18-24 have agency to pursue decent work opportunities of their choosing, whether wage employment or self-employed.
- iii. Ethnic minority adolescent girls and young women aged 11 to 18 thrive in an enabling and protective environment and live free from violence, at home and in their communities.
- iv. Capacity building of partners are strengthened and collaborations with Rikolto and VVOB are put in place.

Objectives of the assignment

Through this assessment, the objectives of Plan International Vietnam is twofold: PIV is planning to conduct a 1) mid-term evaluation to collect data to measure the program indicator table in Quang Tri (where project activities have started since Sept 2022) and to 2) update the baseline indicator table for Lai Chau (where project activities have not started yet). The data collection and assessment will be implemented in the period April – July 2024.

1.1 Purpose of data collection and mid-term assessment:

- a. Objective 1 (mid-term assessment in Quang Tri): To measure the indicators of the outcome and result level at midterm to assess their evolution in relation to the measurements of the indicators of the project baseline survey. The result of this review will contribute to the comprehensive report for DGD funded framework for 8 countries including Vietnam.
- b. Objective 2 (baseline assessment In Lai Chau): To provide baseline data for project interventions in Lai Chau as in the Appendix 1

1.2 Scope of Work:

Specifically, the consultant team is expected to:

- **Objective 1:** Establish mid-term review against each indicator given in Appendix 1. Analyse the data collected to calculate the indicators and prepare a simple report to explain the indicators.
- **Objective 2:** Measure baseline indicators for Lai Chau as per Appendix 1.

1.3 Users of the data collected:

The primary users of the research are the programme teams and partners implementing the project, to be updated about the progress of the program.

The data collection will also be of interest to PIV and PIB during the qualitative analysis process that will be conducted by PIB during a second phase (not part of these ToRs) to analyze and interpret these measurements.

II. Methodology and Responsibilities

2.1 Methods for Data Collection and Analysis

a. For the Baseline survey in Lai Chau

The methodology applied to conduct the baseline survey in Lai Chau is the same as the task in Quang Tri in 2020. PIV will provide the tools, the sample size, and the location information (three communes) where the data collection activity is implemented. The sample is disaggregated by gender and age group.

- Sample for questionnaire:

Target groups per commune	Quantity
Parents/caregivers with children in the age group of 11-14 years	7

Parents/caregivers with children in the age group of 15-19 years	5
Parents/caregivers with children in the age group of 20-24 years	5
Children in the age group of 11-14 years old	7
Adolescents in the age group of 15-19 years old	5
Youth in the age group of 20-24 years old	5
Total	34

- Sample for in depth Interview

In-depth Interview (Total in Lai Chau)	Quantity
Vocational training center/continuing education center	2
Division of Education and Training	2
Secondary school	4
Village head	8

b. For the Midterm Review in Quang Tri

The consultants are expected to be responsible for describing the overall midterm assessment design, data sources to be used (including sampling) and methodology that are best suited to the assignment and local context. The consultants are recommended to use different data collecting methods, such as:

- Desk review (external literature, key project documents): review the relevant documents, including the project proposal, resources and results framework, documentation, reports, and other relevant researches. The tools to collect data for indicators need to align with Plan International internal AoGD framework that will be provided to the consultant by PIV.
- Direct observation;
- Questionnaires;
- Focus group discussions.

The survey design and methodology will be discussed and agreed with PIV project team and with the implementing partners at the beginning of the consultancy. The consultants are also expected to provide friendly and simple methods so that youth and adolescents, vulnerable people can participate. Consultant will need to provide methodologies to provide suitable data quality control solutions for this assessment.

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2.2 Geographical review areas

The assessment will be conducted in 5 communes in Quang Tri (for Midterm review) and 3 communes in Lai Chau (for Baseline survey) province.

2.3 Target groups to be covered.

This data collection will cover representations of project stakeholders, government authorities, social service workers, community members, women and men, boys and girls in Quang Tri and Lai Chau province,

including:

- Children aged 11-18 in project schools.
- Youth in project communes (18-24 years old)
- Parents/caregivers who are both project participants in their role as duty and/or parents who have children participating in project activities.
- School Management Board, key teachers, representatives of authorities from project communes, districts and provinces.
- Representatives from project implementation board.

2.4 The key assignment stages and deliverables for both Midterm review and Baseline survey are as follows:

Stage 1: Designing period:

- Proposal of the midterm review; (inception report)
- Review the tools that have been developed by Plan for data collection.
- Report outlines
- Detailed timeline

Stage 2: Data collection period:

Sample

The consultants 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 review must be disaggregated by sex and age at a minimum; other criteria can be considered. Both the sample size and revised tools will be discussed and agreed with PIV project team before commencement.

The consultants are expected to develop and suggest a sampling strategy that needs to be justified and documented in the inception report, 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 (non-exhaustive list)	Sample	Total
Questionnaires	With men, women With adolescent girls and boys (11-18 years old) With people with disabilities	
FGDs	With adolescent girls (11-18 years old) With adolescent boys (11-18 years old) Parents/ Caregivers Teachers	

	Local government staff, media agencies and IT service providers and members of community-based child protection mechanisms Project managers and team members	
Case study		

Stage 3: Report writing period (TWO different reports: Baseline survey for Lai Chau and Midterm assessment for Quang Tri) :

- (i) The first draft of the reports will need to be complemented with comments from PIV.
- (ii) The final report will be made based on further comments from PIV and Plan International Belgium.

Important note: the two reports are two different assessments; they do not have an interlink and should therefore not overlap.

III. Ethics and Child Protection

PIV 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](#). The consulting team and all enumerators will need to complete successfully a Safeguarding training, either in person or online. The training will be provided by the Gender and Inclusion Technical lead of PIV. PIV is also committed to the protection of personal data across the process, starting with an analysis of the type of data collected, the risks associated and the mitigation measures to implement. All applicants should include details in their proposal on how they will ensure ethics and child protection, as well protection of personal data 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.

A risk assessment will be conducted by the safeguarding focal points and the consultant team before implementing the data collection to mitigate foreseen risks for children, youth and participants in the process.

Level of Contact with Children:

High level: *Interaction with children in consultations is required. The consultants must comply with Plan's child protection policy and standards throughout the research process*

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).

IV. Key Deliverables

The consultants/ experts are expected to provide the following key deliverables for the TWO different reports (Baseline survey in Lai Chau and Midterm assessment in Quang Tri):

a. Data collection Proposal – Inception report (in Vietnamese)

The consultants shall submit a proposal after signing the agreement detailing the survey methods, tools and work plan. It should include:

- an updated timeline;
- detailed methodology, including draft sampling methodology and size;
- ethical considerations;
- consent forms for any primary data collection;
- (draft) methods for data analysis;

brief justification of the methods and techniques used (including relevant underlying values and assumptions/ theories) with a justification of the selections made (e.g. of persons interviewed).

b. Draft Review report (in Vietnamese)

c. Final Report (including Executive Summary, Conclusions, Recommendations, and Annexes) in English and Vietnamese

d. Final Sampling methodology (including unit of sampling and sampling frame) and size

e. Final Data Collection Tools

f. Cleaned/Raw Data (including data files (e.g. Excel, SPSS), transcripts of qualitative data, syntax/ code books etc.)

g. For each indicator, PI wants to receive the actual global value and the disaggregated values, as well as the number of individuals in both the numerator and denominator

h. Cleaned and well-organized files containing the data collected and showing how the indicators' values were measured

i. Completed Consent Forms (including for children and their caregivers and adults)

j. Other Communication Products for Dissemination

k. Documents and tools related to the training and supervision of the enumerators: training agenda, training modules, safeguarding policy signed by all.

V. Timeline

The consultancy is estimated to be undertaken beginning May 2024 and to be completed by the end of August 2024.

A detailed timeline will be worked out jointly with the consultants after recruitment but a preliminary timeline for the key deliverables is:

Output delivery/Activity	Deadline	Responsibility
Agreed data collection proposal	April 2024	PIV Consultants
Briefing by PIV on PI policies, standards, tools, etc Attend a training “Plan Global Policy on Safeguarding Children and Young People”.	April 2024	PIV Consultants
Documents and tools for the assignment are received	April 2024	PIV Consultants
Get ethical approval Translation tools, forms and protocols Pretest the tool	April 2024	Consultants
Data Collection Data Entry and Cleaning Data Analysis	May 2024	Consultants
First draft of report submitted to Plan for comment, feedback and verification	June 2024	Consultants
Finalize the report with feedback from Plan and partners	July 2024	Consultants

VI. Budget

The consultant is required to propose the detailed budget (including VAT applicable for Company/Business or PIT applicable for individuals) for the consultancy together with the proposal and submit to Plan Vietnam for review and approval. The budget should include the number of days and daily rate for the lead consultant(s) and in-country research team members.

VII. Management

Consultant(s) will conduct the research based on the workplan and methodology agreed with PIV.

Project Coordinator, MERL leader, TLs in PIV Country Office will be the focal person to coordinate the consultant hire, work plan, methodology and review reports to ensure the report meets criteria.

MERL team and related technical leads at CO to provide feedback and technical guidance during the review process.

Project Officers under the assignment and general management of Provincial Partnership Managers (PPMs) at Quang Tri and Lai Chau Program Units, are focal persons and responsible to coordinate and arrange the field work, meetings, invite key relevant stakeholders for interviews, FGDs ... during field data collection as well as input comment during finalization of the reports.

VIII. Qualifications and Experience of the Consultants

PIV is looking for a consultant/expert (or a group of experts) with strong records in conducting research, evaluation related to community development and empowerment, participatory development and methodologies, asset-based community development, gender-based violence (online sexual violence, exploitation, abuse against children), youth activism, particularly in Vietnamese and mountainous, ethnic minority community's context. The consultants/ experts will need respect and credibility within the field, excellent knowledge of monitoring and evaluation in theory and practice, and a good understanding of policy work.

Required Competencies:

- Demonstrable expertise (5 to 10 years) on community participatory development and empowerment, asset-based community development, community engagement and policy advocacy, GBV 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 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 Child Protection and ethical issues in research.
- Excellent written and verbal communication and reporting skills in English.
- Mixed-gender team of female and male research assistants (as female respondents should be interviewed by a female enumerator).

IX. How To Apply?

Applicants should prepare and submit an application package by 10th March 2024 via email to Plan International in Vietnam.

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 research proposal meets these TOR and the proposed research methodology
- Financial proposal detailing consultant(s) itemized fees, data collection, and administrative costs
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies

- Example of previous work
- Copy of CV of the consultant(s) who will undertake the evaluation

Consultants/ experts who are interested in taking this consultancy, please submit the proposal package in English via email to: VNM.Procurement@plan-international.org