TERMS OF REFERENCE
Final Evaluation

Project "Community-based Online CSEA Survivor Support Model (CBOCSS)"
Location: Quang Binh province and Kon Tum province
Duration: Jan - Jun 2025

1. About Plan International Vietnam (PIV)

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 80 countries.

Plan International has been working in 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 and Objectives

2.1 Rationale of project

With support from Safe Online initiative and Plan International Belgium (BNO), the "Community-based Online CSEA Survivor Support Model" project was implemented since August 2022. Building on an ongoing Plan International Vietnam (PIV) led project with DOLISA to prevent online violence against children in ethnic minority communities of Quang Binh and Kon Tum provinces, this project focuses on addressing the identified gaps in the child protection system to respond to Online Child Sexual Exploitation and Abuse (Online CSEA). By working with adolescents, schools, parents and service providers, the project will set up an innovative community-based survivor support model that will facilitate and increase the reporting of OCSEA and strengthen the quality of services for survivors.

2.2 The overall goal of project:

Adolescents aged 10-18 years, particularly girls and adolescents from ethnic minorities, access age and gender responsive, survivor-centred cross-sectoral support for OCSEA through a community-based pilot model.

2.3 Project's Outcomes:

- Outcome 1: Adolescents, particularly survivors of OCSEA, girls and adolescents from ethnic minorities, have enhanced skills and agency to report and access support.
  - ✓ Output 1.1: Survivors of OCSEA, particularly adolescent girls from ethnic minorities, have strengthened their knowledge and skills about OCSEA and referral pathways to report cases
  - ✓ Output 1.2: Survivors of OCSEA, particularly adolescent girls from ethnic minorities, are empowered to report OCSEA through peer support networks for early identification and timely report OCSEA
- Outcome 2: The community-based OCSEA survivor support model is established and strengthened to support survivors with active engagement among families, schools and local government.
  - ✓ Output 2.1: Parents, caregivers and community members are equipped with knowledge and skills on OCSEA for early identification and support the healing process of their children from OCSEA
  - ✓ Output 2.2: Public service providers have strengthened their capacity to operate the community-based OCSEA survivor support model
  - ✓ Output 2.3: Survivors of OCSEA, particularly adolescent girls from ethnic minorities, access quality and timely services from the community-based support model
- Outcome 3: Knowledge on the community-based OCSEA survivor support model's transferable innovative best practices are identified and disseminated.
  - ✓ Output 3.1: The community-based OCSEA survivor support model is documented and monitored throughout the project

2.4 **Project implementation period**: 01/08/2022– 01/08/2025

2.5. Geographical coverage: Quang Binh province (3 communes in Minh Hoa, Quang Ninh and Le Thuy districts), Kon Tum province (3 communes of Kon Ray District).

3. Project Final Evaluation Focus

3.1 Purpose

The final evaluation is conducted for two purposes: (1) To measure the indicators given in Appendix 1 at the End-line against Baseline, based on the M&E Framework (Quantitative Assessment); (2) To evaluate the project based on the OECD DAC Criteria and evaluation questions (Qualitative Assessment).

3.2 Scope of work

a. Collect, analyze data, and compare end-line results with results from the baseline survey to determine the extent to which project objectives were achieved.

b. Criteria for qualitative assessment:

Based on the data collection from the quantitative assessment, we expect the consultants to address the results of the project, and evaluate the intervention against the Child rights, gender and inclusion, and OECD DAC criteria as follow:

Child rights, gender and inclusion:

The extent to which the project or program applied gender and inclusion sensitive approaches and explicitly aimed for results that improve the rights of children and young people and gender equality

- How does the project contribute to gender equality and inclusion?
- How the project meets with the six elements of the gender transformative marker?

The OECD DAC criteria

	Key questions
1. Relevance The extent to which the interventions and their approaches were suited to the priorities and policies of the people and communities they were intended to benefit.	• How have the project contributed to address OCSEA in the project locations? • How relevant are the project's interventions and approaches aligned with the priorities of government agencies (e.g: Department of Labor, Invalids and Social Affairs) and organizations (e.g: Youth Union)? • How are the project's interventions and approaches suited to the needs and priorities of girls, boys, young people and community?
2. Coherence The compatibility of the project results with other policies and strategies	• How aligned is the project with PIV's strategy plan? • How aligned is the project with the national and provincial programs and strategies on service model(s) for survivors of OCSEA (especially the Program on protection of and support for children to interact in a healthy and creative manner in the cyber environment in the 2021-2025 period- Decision No.830/QD-TTg, dated June 1st 2021)?
3. Effectiveness The extent to which, and the reasons behind, the achievement (or not) of the project's objectives, and whether these are leading to unintended (positive or negative) consequences for anybody involved or affected by the interventions.	• How are project's progress achieved towards its objectives, outcomes, outputs? How do we know? What evidences do we have? • Which are the interventions that have proven effective and should be replicated? • Which interventions should be adapted and improved in the upcoming opportunities? • Which outcomes, outputs, interventions that have not been achieved/ completed as stated in the project's proposal? • To what extent has this project generated changes in the lives of survivors of OCSEA in the project locations? Why? What are the key changes? • Relating to knowledge and skills on OCSEA for early identification and support of the healing process of

	children suffering from OCSEA, what changes have the project participants (girls, boys, teachers, school managers, parents/ caregivers, counsellors, police, social workers, etc.) made in themselves and in their communities and in what ways? How has the project contributed to make these differences?
	• What internal and external factors contributed to the achievement and/or failure of the intended project goal, outcomes and outputs? How?
	• To what extent was the project successful in policy advocacy? Did we choose the right approach? If it was not successful, explain why? In case the project was successful in setting up new policies, is the legal or policy change likely to be institutionalized and sustained?
	• Were there any unintended effects of this project?
4. Efficiency The extent to which financial resources were used economically and efficiently, potentially including cost-benefit ratios and alternative programming approaches	• Have the project interventions and tools been used cost-effectively? What contributed to it? What could have been done differently to ensure value-for-money?
5. Impact To establish causal attribution to any observed positive and negative, primary and secondary long-term effects observed.	• How has the project contributed to changes of programs, policies, laws' enforcement at different levels? • Does the evidence indicate policy and social change? If so, which ones? • Which project's good practices have been applied for other cities, programs by other local agencies and services?
6. Sustainability The probability of continued long-term benefits to the target populations after the project or program has been completed. This might include the resource and capacity of partners or	• What are the key lessons learnt and strategies of the project for the future highlighted from the evaluation? • Are there any promising practices? If yes, what are they and how can these promising practices be replicated?

beneficiaries to continue the intervention after phase out.	

3.3 Target groups to be covered

This Final evaluation will cover representations of project stakeholders, government authorities, social service workers, community members, women and men, children and young people in Quang Binh and Kon Tum provinces, including:

- Adolescents aged 10-18, particularly girls and vulnerable groups (representation of different ethnic minority groups, people with disabilities…), and/or potential survivors or adolescents experiencing OCSEA. If they are not survivors of or experiencing OCSEA, it might be interesting to explore their knowledge, attitude, and practices (KAP) as friends, siblings, peers… of survivors of OSCEA.
- Parents/ caregivers who are both project participants in their role as duty bearers as in other existing projects of PIV and/or who have children who are potential survivors or experiencing/have experienced OCSEA
- Core teachers/facilitators will work as the primary duty bearers as they work as school counselors and providing first support for children;
- Child protection stakeholders at provincial, district and community level, and public services providers (Police, Heath Care, Legal Aids, social protection Center…) effectively participate to the model and referral system as per their mandate

4. Users of the Final evaluation

The intended users of this data are the Donor, Plan International Belgium, Plan International Viet Nam, project stakeholders, and relevant partners.

Dissemination of findings:

Findings of the final evaluation will be shared among the project managers, team members for learning and improvement purposes. The report will also be disseminated to donor, the project stakeholders and project participants in order to get their feedback/comments. Dissemination activities will be logistically organized by PIV through project's workshop among project partners, stakeholders and project participants. The consultants will be invited to participate and present their findings and recommendations.

5. Methodology

5.1 Methods for Data Collection and Analysis

The project proposes to use both quantitative and qualitative data collection methodologies to evaluate the success of the interventions. The selected consultants will 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 (esp. base- and midline), documentation, reports, and other relevant research.
- Direct observation
- Questionnaires
- Focus group discussions
- Key informant interviews

5.2 The key assignment stages and deliverables are as follows:

Stage 1: Desk review and Designing period:

- Review all project documents (project proposal and revisions, half-year progress reports, baseline evaluation/ midterm assessment reports, etc.) to catch up with current situations and project progress
- Proposal of the final evaluation (inception report)
- Propose a detailed timeline to conduct activities
- Review Gender Marker Tools
- Revise/adapt the available tools (developed during the project baseline and midterm assessment) and develop new tools for the final evaluation data collection (please refer to Appendix 2)
- Develop 3consent forms for 3 groups of Children, their Parent/ caregivers, and Adults
- Pilot developed tools
- Prepare application for ethical review and ethics approval
- Develop a detailed plan for data collection at field
- Finalise report outline (please refer to Appendix 3)

Stage 2: Data collection period:

Sample

The consultants/ experts (team) are expected to propose an appropriate sampling methodology and size that are 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, disability and age.
- Both the sample size and revised tools will be discussed and agreed with PIV project team before the commencement.
- A sampling strategy should include a description of:
  - Sample size (or expectations of the consultant(s) in calculating it).
  - Necessary respondents' disaggregation, according to Plan International's Minimum Reach Disaggregation:
    - ✓ Reach type (direct, indirect)
    - ✓ Gender (M,F)
    - ✓ Age (under 18 years, 18 years and over)
  - Number and type of locations
  - Sampling approach.
- Sample size submitted to PIV should follow table format below:

Indicator	Data collection by consultant	Data collection methods	Tool		Sample			Notes
			Existent	To be reviewed and revised by consultant	Stakeholder	Location	Minimum number	
	Yes	Questionnaires	(x) KAP Survey	x	-With men, women -With adolescent girls and boys -With people with disabilities (if any)	Provinces: Quang Binh, Kon Tum		
	Yes	FGDs		x	-With adolescent girls -With adolescent boys -With people with disabilities -Local government staff and members of child protection mechanisms	Provinces: Quang Binh, Kon Tum		Focus of data collection
	Yes	KII with partners and stakeholders		x	-Leaders of project partners and government agencies -With survivors of OCSEA	Provinces: Quang Binh, Kon Tum		With social worker's presence
	Yes	Case study		x	-With men, women -With survivors of OCSEA -With people with disabilities (if any)	Provinces: Quang Binh, Kon Tum		With social worker's presence

Stage 3: Report writing period:

- The first draft of report will get comments from PIV
- The second comprehensive report will be developed based on PIV's comments, and
- The final report will be made based on further comments from PIV and BNO

6.   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. 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.

A risk assessment will be conducted by the safeguarding focal points and the consultant team before implementing the baseline survey to mitigate foreseen risks for children, youths and participants in the survey.

The selected consultant(s) will be requested to sign in Plan International Global Safeguarding Children and Young People policy and Anti-fraud, Anti-bribery and Corruption policy.

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 4 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)).

7.   Key Deliverables

List key deliverables expected from the evaluator(s) during the evaluation process are as below:

  a. Inception Report in English including:
    - An updated timeline;
    - An evaluation matrix
    - Detailed methodology, including draft sampling methodology and size;
    - Draft data collection tools;
    - Ethical review and ethics approval;
    - Consent forms for 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. Final sampling methodology (including unit of sampling and sampling frame) and size
c. Final Data Collection Tools, and set of forms which is deployed in Kobo Toolbox application (the account is provided).
d. Cleaned Data (including data files (e.g. Excel, SPSS), transcripts of qualitative data, syntax/ code books etc.)
e. Final Evaluation Reports in both English and Vietnamese (including Executive Summary)
f. Completed indicator table including values for all project indicators, comparing values of baseline, midterm and end line periods.
g. Completed Gender Marker Tool in evaluation phase.
h. Other Communication Products for Dissemination.

8. Timeline and Estimated Working Days

The consultancy is estimated to be undertaken within **38** days beginning Jan 2025 and to be completed by the end of Jun 2025.

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

Key stages/activities	Time frame	Estimated Days of work	Responsible	Individuals Involved
TOR developed and reviewed by PIV	Nov 2024	N/A	PIV	M&E Team leader, PC, FO, PM
TOR submitted to BNO and finalized for consultant(s)' recruitment	19/11- 04/12/ 2024	N/A	BNO, PIV	BNO officer, PC, M&E Team leader
Advertisement and Consultant selection	04/12-22/12/ 2024	N/A	PIV's Selection board	
Revise proposal and sign contract.	23/12/2024- 03/1/2025	N/A	Consultants, PC	M&E Team leader, FO, Admin, PM
I. PREPARATIONS		**9 days**		
Desk review and submission of Inception Report, including methods, data collection tools, Gender marker tool, timeline, etc. as above.	03/01-16/01/ 2025	6 days	Consultants	PC, M&E Team leader, PM, BNO

Application for Ethics approval *(including Lunar New Year break)*	17/01-09/02/ 2025	1 day	Consultants	PC, PM
Preparations for Data Collection (fieldwork planning, training of enumerators)	03/02-17/02/ 2025	2 days	Consultants, PC	M&E Team leader, PM, PC, PO
Safeguarding training provided by PIV	Before implementing data collection at field	N/A	PIV	Consultants, SG focal point, PC
II. FIELD STUDY		**14 days**		
Pilot tools and Data collection	17/02-24/03/ 2025	8 days	Consultants	PPMs/PM, PC, PO, M&E Team leader
Data Entry and Cleaning	24/03-30/03/ 2025	2 days	Consultants	PC, M&E Team leader
Data Analysis	01/04-10/04/ 2025	4 days	Consultants	PC, M&E Team leader
III. REPORT		**15 days**		
Writing draft report and 1st submission (Report in Vietnamese)	10/04-21/04/ 2025	10 days	Consultants	PM/PPM, PQD, project team
Submission of draft 2 reports based on comments from PIV (Report in Vietnamese first)	22/04-12/05/ 2025	2 days	Consultants	PM/PPM, PQD
Finalize reports (both EN/VI reports) based on comments from PIV and BNO. Submission of all deliverables.	June 2025	2 days	Consultants	BNO, PQD/ M&E Team leader, PM, PC,
(Online) Presentation at 2 provincial sharing workshops	May-Jun (TBC) 2025	1 day	PC, Consultants	PM, PO
Management Response and Action Plan	July 2025	N/A	PIV's project team	PM, PC, project team

9. Budget

The consultants are required to propose a detailed budget for this consultancy together with the technical proposal, and submit to PIV for review and approval. The budget should include the number of working days and daily rate for the lead consultant(s) and in-country team members. The consultancy fee does not include traveling, field work and logistic costs that will be paid for directly by PIV.

Table of Payment Schedule:

Milestone	Amount to be Paid (%)
Submission of Inception report to PIV and upon Plan Vietnam's approval	30
Submission of final reports and remaining key deliverables (mentioned in Section 7) to PIV and upon Plan Vietnam's approval	70

10. Management

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

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

Project Officers (POs) at Quang Binh and Kon Tum 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.

11. Qualifications and Experience of the Consultants

PIV is looking for a consultant/expert (or a group of experts) with strong records in conducting 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).

12. Contact

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

Please send your application, referencing "Final Evaluation for CBOCSS project" in the subject line, and including support documents as outlined to:

- Plan International Vietnam
  Ad: 6th Floor, Capital Building, Lane 36, Giang Van Minh str., Kim Ma Ward, Ba Dinh Dist., HN

13. Applications

Interested consultant(s) should send proposal with the details as below:

a) Technical proposal:
- Detailed response to the TOR, including evaluation matrix
- Proposed methodology
- Proposed timelines
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- CVs
- Samples of similar works done in the similar areas.

b) Financial quotation

The deadline for submitting the proposal package will be **no later than 23:59 PM on 19th December 2024.** Only short-listed consultant(s) will be contacted for interview.

APPENDIX 1: List of Project Indicators

Result Level	Result Description	Project Indicator
Overall objective	Adolescents aged 10-18 years, particularly girls and adolescents from ethnic minorities, access age and gender responsive, survivor-centered cross-sectoral support for OCSEA through a community-based pilot model	(IND0) % of survivors of online CSEA that report being satisfied with the responsiveness and quality of community-based online CSEA survivor support model
Outcome 1	Adolescents, particularly survivors of online CSEA, girls and adolescents from ethnic minorities, have enhanced skills and agency to report OCSEA and access support	(IND1) % of adolescent girls and boys who report that they are confident to report online CSEA to a reporting structure
Outcome 2	The community-based OCSEA survivor support model is established and strengthened to support survivors with active engagement among families, schools and local government	(IND2) % of parents and caregivers who report that they are confident to report an Online CSEA case to a reporting structure
Outcome 3	Knowledge on the community-based online CSEA survivor support model's transferable innovative best practices are identified and disseminated	Extent to which project stakeholders are satisfied with the knowledge documents produced by the project
Output 1.1	Survivors of OCSEA, particularly adolescent girls from ethnic minorities, have strengthened their knowledge and skills about OCSEA and referral pathways to report cases	(IND1.1b) % of adolescent boys and girls who demonstrate knowledge of online child protection risks and behaviors
Output 1.2	Survivors of OCSEA, particularly adolescent girls from ethnic minorities, are empowered to report OCSEA through peer support networks for early identification and timely report	(IND1.2) % of adolescent boys and girls accessing information on service providers and reporting mechanisms through peer support networks
Output 2.1	Parents, caregivers and community members are equipped with knowledge and skills on OCSEA for early identification and supporting the healing process of their children from OCSEA	(IND 2.1a) Trainings attendance sheets; Project progress reports. (IND2.1b) Trainings attendance sheets; Project progress reports
Output 2.2	Public service providers have strengthened their capacity to operate the community-based OCSEA survivor support model	(IND2.2) Trainings attendance sheets; Project progress reports.
Output 2.3	Survivors of OCSEA, particularly adolescent girls from ethnic minorities, access quality and timely services from the community-based support model	(IND2.3) # and % survivors accessing support services and reporting mechanism
Output 3.1	The community-based OCSEA survivor support model is documented and monitored throughout the project	(IND3.1) Publications; Project progress reports.

Remark(*): *The percentage indicators: Report both count and percentage (numerator and denominator must be estimated).*

APPENDIX 2: Sample List of developed Tools

1. Quantitative data collection tools
   - Questionnaire for children
   - Questionnaire for parents/caregivers
2. Qualitative data collection tools

   a. Focus group discussion guidelines
   - Student

   b. In-depth interview guidelines
   - Representative of implementing partners
   - Representative of social workers
   - Representative of local authority who also is the leaders of child protection mechanism
   - School leaders
   - School counsellors

   c. Case study with children

APPENDIX 3: Report Outline

I)   Structure of Inception Report (max 15 pages)

1) Background and Context of Project
2) Description of Project
3) Purpose of Final Evaluation
4) Final Evaluation Objectives and Scope
5) Final version of Evaluation Questions with evaluation criteria (evaluation matrix)
6) Description of evaluation team, including the brief description of role and responsibilities of each team member
7) Final Evaluation Design and Methodology
    a. Description of overall evaluation design
    b. Data sources (accesses to information and to documents) for Final evaluation
    c. Description of Final evaluation data collection methods and analysis (including level of precision required for quantitative methods, value scales or coding used for qualitative analysis; level of participation of stakeholders through evaluation process)
    d. Description of Final evaluation sampling (area and population to be represented, rationale for selection, mechanics of selection, limitations to sample); reference indicators and benchmarks, where relevant (previous indicators, national statistics, human rights treaties, gender statistics, etc.)
    e. Limitations of the evaluation methodology proposed
8) Ethical considerations:
    a) Safe guarding (of participants and evaluation team); and
    b) Contention strategy and follow up
9) Work plan with the specific timeline and deliverables by evaluation team (up to the submission of finalized report)
10) Annexes:
    a. Evaluation Matrix
    b. Data collection Instruments (e.g.: survey questionnaires, interview and focus group guides, observation checklists, etc.)
    c. List of documents consulted so far and those that will be consulted
    d. List of stakeholders/partners to be consulted (interview, focus group, etc.)
    e. Draft outline of final report

II)   Structure of Final Evaluation Report (max 40 pages)

1. **Title and cover page**
    - Name of the project
    - Locations of the evaluation conducted (country, region)
    - Period of the project covered by the evaluation (month/year – month/year)
    - Date of the final evaluation report (month/year)
    - Name and organization of the evaluators
    - Name of the organization(s) that commissioned the evaluation
    - Logos of Safe Online, Plan International, DOLISA Quang Binh, DOLISA Kon Tum

2. **Table of Content**

3. **List of acronyms and abbreviations**

4. Executive summary

- Brief description of the context and the project being evaluated;
- Purpose and objectives of evaluation;
- Intended audience;
- Short description of methodology, including rationale for choice of methodology, data sources used, data collection and analysis methods used, and major limitations;
- Most important findings with concrete evidence and conclusions; and
- Key recommendations.

5. Context of the project

- Description of critical social, economic, political, geographic and demographic factors within which the project operated.
- An explanation of how social, political, demographic and/or institutional context contributes to the utility and accuracy of the evaluation.

6. Description of the project

- Project duration, project start date and end date
- Description of the specific forms of violence addressed by the project
- Main objectives of the project
- Importance, scope and scale of the project, including geographic coverage
- Strategy and theory of change (or results chain) of the project with the brief description of project goal, outcomes, outputs and key project activities
- Key assumptions of the project
- Description of targeted primary and secondary beneficiaries as well as key implementing partners and stakeholders
- Budget and expenditure of the project

7. Purpose of the evaluation

- Why the evaluation is being done
- How the results of the evaluation will be used
- What decisions will be taken after the evaluation is completed
- The context of the evaluation is described to provide an understanding of the setting in which the evaluation took place

8. Evaluation objectives and scope

- A clear explanation of the objectives and scope of the evaluation.
- Key challenges and limits of the evaluation are acknowledged and described.

9. Evaluation Team

- Brief description of evaluation team
- Brief description of each member's roles and responsibilities in the evaluation
- Brief description of work plan of evaluation team with the specific timeline and deliverables

10. Evaluation Questions / Evaluation Matrix

- The original evaluation questions from the evaluation TOR are listed and explained, as well as those that were added during the evaluation (if any).

- A brief explanation of the evaluation criteria used (e.g. relevance, efficiency, effectiveness, sustainability and impact) is provided.

11. Evaluation Methodology and limitations

12. Findings and Analysis per Evaluation Question

Evaluation Criteria	Effectiveness
Evaluation Question 1	To what extent were the intended project goal, outcomes and outputs achieved and how?
Response to the evaluation question with analysis of key findings by the evaluation team	
Quantitative and/or qualitative evidence gathered by the evaluation team to support the response and analysis above	
Conclusions	
Others	

Evaluation Criteria	Effectiveness
Evaluation Question 2	• To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels? • How many beneficiaries have been reached?
Response to the evaluation question with analysis of key findings by the evaluation team	
Quantitative and/or qualitative evidence gathered by the evaluation team to support the response and analysis above	
Conclusions	
Other	

**Please repeat the same template per evaluation question.

13. Conclusions

Evaluation Criteria	Conclusions
Overall	
Effectiveness	
Relevance	
Efficiency	
Sustainability	

Impact	
Knowledge Generation	
Others (if any)	

14. Key recommendations

Evaluation Criteria	Recommendations	Relevant Stakeholders (Recommendation made to whom)	Suggested timeline (if relevant)
Overall			
Effectiveness			
Relevance			
Efficiency			
Sustainability			
Impact			
Child rights, gender and inclusion			
Others (if any)			

15. Annexes (mandatory)

a) Final version of Terms of Reference (TOR) of the evaluation
b) Evaluation Matrix
c) Final version of Results Monitoring Plan including Final values for all project indicators
d) Beneficiary Data Sheet
e) Additional methodology-related documentation
f) Lists of persons and institutions interviewed or consulted and sites visited
g) List of supporting documents reviewed
h) CVs of evaluators who conducted the evaluation