TERMS OF REFERENCE
Final evaluation
Transformational Skilling for a Smarter Future in Vietnam
(FAD VNM100520)

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.

ABOUT REACH

REACH is a non-profit science and technology organization specializing in research, vocational training, and career consulting and job placement for disadvantaged Vietnamese youth under the Vietnam Southeast Asia Scientific Research Association (SEARAV). Over 15 years of establishment and development, REACH has supported the careers and employment of more than 21,000 young people. Of these, more than 80% of students have stable jobs.

II.   Project Background

Project Overview	Funded by Lenovo Foundation
Project name:	Transformational Skilling for a Smarter Future in Vietnam
Implementing partner:	REACH Institute
Impact:	The work force readiness for disadvantaged youth in the IT sector is improved.
Beneficiaries:	200 disadvantaged youth (40% female) who join the project will receive IT skills and life skills training. Additional 200 disadvantaged youth from the partner institution will join the life skills training.
Location:	Vietnam (where located REACH's training facilities)
Duration:	2 years (1 year for obtaining approval from government authority and 1 year for implementation)
Starting date:	8 February 2023 - 7 March 2025

2.1. Project Situation

According to a 2022 report by TopDev (TopDev is a top leading recruitment network and ecosystem in Mobile & IT fields in Vietnam), the country would lack of approximately 150,000 – 195,000 IT workers for the 2022-2024 period, and only 35% of the annual 57,000 IT graduates have qualifications and skills that meet IT businesses' needs. Females in the IT industry in Vietnam only account for 7.85%. The marginalization of women in TVET training, especially in the IT sector, leads to missing the possibility of utilizing 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.

The current rate of female participants in IT courses in other implementer range between 10.4 to 20%.

Regarding the field of information technology, the challenges are much greater. In Vietnam, especially in rural and remote areas, IT has been considered a "men's field", and is considered a "high-end" field. The mechanism that the project faced to increase percentage of females, is a mechanism outside the control and intervention of the project – the market mechanism.

2.2. Project summary

The project "Transformational Skilling for a Smarter Future in Vietnam", is funded by Lenovo Foundation through Plan International Hong Kong and implemented by Plan international Vietnam through the REACH Institute.

Project objective: The project is aimed to improve the workforce readiness for disadvantaged youth, particularly young women, in the IT sector, to narrow the gender technology gaps and economically empower young women to advance equality in their lives.

Target beneficiaries: The project "Transformational Skilling for a Smarter Future" improves the workforce readiness for disadvantaged youth aged 18 to 25. The target groups will be expanded to provide broad support to accelerate digital equity for the different needs of disadvantaged youth, including unemployed youth, youth who want to shift to a career in the IT sector, and employed youth who wants to upskill in digital. The project will customize intervention packages for each group to support them thrive in their career pathways with essential digital skills, with total 200 disadvantaged youth direct participate (40% female) who join the project will receive IT skills and life skills training. Additional 200 disadvantaged youth from the partner institution will join the life skills training (indirect).

The project will focus on specific IT courses namely 2D modelling, 3D modelling and Digital Marketing. A gender-responsive approach is firmly embedded in the implementation of the market-driven vocational training program to promote digital equity for girls and young women who are under-represented in the IT sector. The Implementation time is from February 10, 2023 to February 28, 2025

2.3. Project expected results

Key project activities

Attaining implementation approval from government agency
In March 2023, Plan Vietnam to send the official documentation and project documents to REACH to officially confirm the future partnership and so that REACH can prepare their project proposal for government approval. Then, REACH have to submit the project proposal (following the government format) to their respective inline government agencies and obtain implementation approval. Only after

obtaining the approval from government agency, Plan Vietnam transfer funds to REACH for project activity implementation.

Training activity
2D modelling, 3D modelling and Digital Marketing training courses shall be conducted by REACH trainers in REACH training facilities. 200 youth will receive IT skills and life skills training for accessing decent jobs and succeeding in their life and workplace including positive thinking; respect and accepting differences; decision-making and how to seek for support, communication, reproductive health as well as job readiness training (CV preparation, interviews, work expectations). These are full-time training courses and specifically developed to meet labour market demands (i.e. focussing on practical skills training). Upon completion of the course, graduates receive a certificate issued by REACH which is recognised by the province level Department of Labour, Invalids and Social Affairs (DOLISA)
Additional 200 youth from other short courses of REACH (Food and Beverage, Hair cut etc.,) will also equipped life skills and gender equality training for their better job-readiness later thanks to project's support.

Job placement and follow up after graduation
Based on existing REACH' network with companies as potential employers for providing employment opportunities, IT project graduates would be supported to have job placement in IT companies. They will also up to 3 months to be followed up by REACH for further support if needed.

Project expected results and indicators

Direct:
- *200 youth (40% female) enrolled IT courses and life skills training*
- *80% of students have apprenticeship in IT companies,*
- *80% of graduates have job placements in IT companies*
- *80% of graduates have higher wage mobility after completing the training in comparison with before joining the project*
- *90% of graduates have in-demand skills after the training, expanding network of peers working in IT sector, and high rate of job satisfaction*
- *20% of graduates pursue further education to advance knowledge and skills after the training*

Indirect:
- *Additional 200 youth (from other short courses of REACH) will join the life skills training*

III.   The Final Evaluation Focus

3.1.   Evaluation objectives.

The purpose of this final evaluation is to access the results of the project "Transformational Skilling for a Smarter Future in Vietnam" by reviewing the relevance, effectiveness, impact, efficiency, and sustainability identifying key lessons learnt, making concrete recommendations.

Specific objectives of the evaluation are:
- Assess achievement and impact of project outcomes against indicators. Detailed key questions and issues will be analyzed in a participatory, collaborative and systems-based approach.

- Evaluate the project design, project strategies, project management and implementation;

- Understand the strengths and weaknesses of the current project approach;

- Highlight lessons learned from project implementation and outcome achievements

- Develop specific recommendations in collaboration with major stakeholder groups and local implementing partners

To address the specific objectives of the evaluation, the evaluator(s) will be expected toprovide 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?

- 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?

- How the project engaged with young men, women, non-binary etc. youth and how their experiences differed?

Impact

- Which positive, lasting effects and behavioral changes from perspective of educational system and behavior change 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?

- Are the activities and outputs consistent with and/or contributed to the intended impacts and effects?

- How well did the project adapt to changing external contexts 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 willing and able to take ownership of established processes and systems?

- How the project has been able to support and build capacity of key target audience participating in the project?

- How did the project coordinated with other Plan programmed and projects working in same target area or on similar themes?

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?

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?

- In addition, the Consultant needs to understand and pay attention to Plan's gender transformative approaches (gender marker), to assess against 6 specific elements:

  1. Addressing gender norms throughout the life-course.
  2. Strengthening girls' and young women's agency.
  3. Advancing both the condition and position of girls, young women, and women.
  4. Working with boys, young men, and men to embrace gender equality and exercise positive and diverse masculinities.
  5. Responding to the needs and interests of girls and boys in all their diversity.
  6. Fostering an enabling environment for gender equality and girls' rights

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

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 the project as follow:

- Youth aged 18 to 25, with focus in REACH

- REACH' network with companies as potential employers for providing employment opportunities

- Teachers and REACH managers

- Parents and community people

Based on the project target groups and beneficiaries, the consultant should submit sample size. 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 20 Jan 2025 to 30 Feb 2025. The final evaluation report must be submitted before 25 Feb 2025

3.5. Geographical coverage.

Depending on 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

3.6. Scope and Methodologies

a. Scope of Consultant's works:

- Review relevant documents including the project indicator. Documents will be provided by Plan and REACH.

- Work with Plan and REACH project team to finalize the data collection tools, outline of report and detailed schedule of field data collection.

- Provide quality control during the data collection and share initial findings to Plan and REACH.

- 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 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):

  o 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.

  o Direct observation

  o Key informant interviews

- o Questionnaires

- o 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 revised will be discussed and agreed with Plan and REACH 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 and REACH 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 and REACH 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.

e. Proposed timeline for the evaluation:

Output delivery / Activity	Deadline	Responsibility
1. Design for the final evaluation upon agreement between Plan and REACH and the selected consultant/team (Tools, sample size, implementation plan)	Within 5 working days after singing contractor'scontract and receiving the project related documents. (to be completed before 31 Jan 2025)	*Consultants*
2. Finalize the designs after received feedbacks from Plan and REACH.	Within 2 days after receiving feedback. (To be completed before 3 Feb 2025)	Consultants
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)); - Data Collection; - Data Entry and Cleaning; - Data Analysis; - Validation of findings with key stakeholders and respondents	To be completed before 15th Feb 2025.	Consultants with logistic support by Plan and REACH. Consultants are responsible for Ethical approval for data collection
4. First draft of report submitted to Plan	20th Feb 2025	Consultants
5. Finalize the report with feedback from Plan and it's partners.	Before 25th Feb 2025	Consultants
6. Presentation the evaluation results.	In the Final Workshop	Consultants

3.7. Deliverables:

- Proposal with questionnaires, methods of assessment analysis, sample for evaluation, timeframe and budget
- Data storage system in excel or Kobo or any other analysis tools available and applicable
- Data analysis

- Presentation of key findings after completing the draft report for 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).
- Preparing Presentation the evaluation results (PPT) In the Final Workshop
- 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 and REACH. REACH will be the focal person to coordinate the consultant hire, work plan, methodology and review reports to ensure the report meets criteria with input and comment from Plan.

REACH will assign 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

V. Ethical and Child Protection Statements.

The evaluation is expected to be conducted in gender- and culturally-sensitive manners, promote gender-equitable participation. The evaluation will be conducted in a way that maximises the collective learning of all stakeholders, but very importantly, project participants involved.

Plan and REACH 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 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)).

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 and REACH 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 engagement with gender sensitizing.

- Strong knowledge of Vietnam governance context and relevant national policies

- 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

- Experience in undertaking participatory research and consultations

- Significant experience working with disadvantaged youth in evaluation and research.

- Knowledge of gender equality.

- 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 an itemized budget (including Personal income tax) together with the technical proposal. The budget should include number of days and daily rate for the lead evaluator and team members.

The consultancy fee does not include traveling and logistic cost which will be paid for directly by project.

Ethics Approval fee (if any) should be include on consultancy fee

The available budget maximum for this is 80,000,000 VND

Payment schedule

Milestone/Key deliverable	Amount to be paid (%)	Expected timeframe
Satisfactory submission of inception report	30%	Feb 2025
Satisfactory submission of inception report (including revisions and incorporation of Plan's feedback) as well as presentation of key findings	70%	March 2025

VIII. How to Apply?

Applicants should prepare and submit an application package by 14:00PM, Jan 20, 2025 via email to REACH.

Email: tuyendung@reach.org.vn

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 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./.

Annex #2: PROPOSED STRUCTURE OF FINAL EVALUATION REPORT

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 goodoverview 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

- Key Recommendations

2) Goal, objectives and intended use

A clear explanation of the overall goal, objectives and the intended users of a report will help readersunderstand 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:

- 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, potentialbias, 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 ofReference

- 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, havebeen sought and are reflected in the analysis

- Analyses (using disaggregated data) how, if at all, the programme/project has affected different groupsof 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 areassumptions, 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 ofevaluations; 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 prioritized

- 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