

# TERMS OF REFERENCE

## *CSPV-FY25 data collection*

### 1. Introduction

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 Northern and Central Vietnam since 1993. Our work supports marginalised children and youth, especially adolescent girls, to grow up physically and mentally healthy and ready to shape their future. We create an enabling environment and empower girls to be active drivers of change in realising their rights.

Plan International Vietnam's (PIV) current country strategy comes to an end in 2025 and there are strategic factors influencing the PIV team to extend the current strategy to 2027 rather than launching into a completely new strategy process. The strategy review process, completed in June 2024, validated the relevance of the current strategy and its viability to be extended to 2027. The review, provided an excellent reflection opportunity to extended management and technical teams to realistically assess progress against the current strategy and provided ample information and analysis to make informed decisions for its revision so it is fit to serve the organization for the next three years.

The conclusion is that the 2020-25 CSP V strategy has remained relevant for PIV as it aligned well with vulnerable CAY needs, government priorities and policies, and Plan International's global strategy. Building on PIV's track record in priority sectors as well as considering new emerging issues in Vietnam and the development sector generally, PIV's country program will have three intervention clusters/ portfolio areas with respective priority areas (one programme with three intervention):

- 1) Inclusive social services based on PIV's niche programming in child protection and preventing GBV;  
Key portfolio areas:
  - Increase access of quality gender responsive, inclusive social services (including health, psycho-social, education) for children and youth, particularly girls.
  - Enhance girls' and children's mental well-being and access to SRHR services in communities and schools.
- 2) Climate and disaster resilience which builds on PIV's growing experience in this sector;  
Key portfolio areas:
  - Promote locally-led gender responsive and inclusive climate change adaptation.
  - Build community resilience to disasters.
  - Promote gender-responsive local solutions for protection and conservation of natural resources.
- 3) Economic empowerment focussing on youth market oriented vocational training and entrepreneurship.  
Key portfolio areas:
  - Leverage gender responsive career orientation and information to enable girls to make informed decisions about their future pathways.
  - Improve youth's access to employment through market-oriented technical and vocational education and training.
  - Foster youth- and women-led small and micro business in rural and remote settings.

To determine the circumstances of these domains, the strategy plan for the period 2025–2027 was conducted to collect and analyze data on 16 indicators. PIV designed climate and disaster resilience interventions that have three locally defined indicators to measure their effectiveness. Thirteen indicators from the standardized indicator pools of the Areas of Global Distinctiveness (AOGDs) measure inclusive social services and economic empowerment. We measured these indicators in high compliance with the guidance in the AOGDs. We have provided the indicators, along with their definition and properties.

## 2. Scope of Work

We plan to conduct the FY25 CSP data collection assignment for the Strategy Plan (CSPV) for the period 2025–2027 by May 2025. The assessment of FY25 is mainly focus on review all 16 indicators to measure the result of the programmes with three intervention: inclusive social services, climate and disaster resilience and economic empowerment.

## 3. Methodology

### Methods for Data Collection and Analysis:

The assesment proposes to use a quantitative methodology. The quantitative tools are designed which align with the AoGD framework (Tools and documents are provided). The selected consultants will be responsible for reviewing and 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 key assignment stages and deliverables are as follows:

#### Stage 1: Designing period

- Propose a detailed timeline to conduct activities.
- Revise/adapt the available tools.
- Develop three consent forms for Children, their Parent/ caregivers, and Adults.
- Develop a detailed plan for data collection at field.
- Review/develop the data analysis tools.

#### Stage 2: Data collection period

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, quantitative collected through the study must be disaggregated by sex and age.
- The sample size method is based on the previous FY CSP study. Both the sample size and revised tools will be discussed and agreed with the PIV project team before commencement.
- A sampling strategy should include a description of:
  - o Sample size (or expectations of the consultant (s) in calculating it).
  - o Necessary respondents' disaggregation
  - o Number and type of locations.
- Sampling approach.

#### Stage 3: Analysis the data and provide the result.

## 4. Key Deliverables

### PIV is responsible for quantitative data collection.

The process of conducting the data collection was directly under the technical support from the consultant. Based on the methodology, Plan staff will plan the schedule and budget for the data collection activities at the PU level. The local enumerators/ data collectors were hired to conduct the survey. The methodology to collect the data follows the guidance. The focal person at PU level manages the data collection in the field by themselves.

### The consultant is responsible for

- The CSPV Analysis tools and the visualizing the results of the indicators need to be updated accordingly. Then, the consultant will organize refresh training for Plan staff and provide the guidance documents. (Guiding data collection methodology, sample size, training for Plan staff on how to use

- Kobo Toolbox, skills in survey and data collection, instructions for staff so that they can manage the data collection in the field by themselves, how to use PU analysis tools)
- Online training is preferred. The consultant can organise the training courses based on Zoom or MS Teams platforms.
- During the implementation data collection activity, the consultant will support them via cell phone/ Zalo. The consultants validate the collected data and inform Plan staff. The consultant will help Plan staff/ PU export data and use analysis tools when the data collection is completed.
- During the data collection activity, the consultant will support validating the data.

**Key deliverables expected from the consultant during the evaluation process are as below:**

- a.) Inception Report in English including:
  - Detailed methodology, including draft sampling methodology and size;
  - Draft data collection tools;
  - 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.) Data Analysis Tools (Excel file): Based on the current version, revise and update the tool to analyze 16 indicators.
- f.) Completed indicator report, indicator result table including values.

**5. Timeline**

PIV has planned the entire process from May to June to collect data and deliver the results.

**6. 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 number of working days and daily rate in VND 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:*

<b>Milestone</b>	<b>Amount to be Paid (%)</b>
Submission of Inception report to PIV and upon Plan Vietnam’s approval	30
Submission of CSP Indicator report table and remaining key deliverables to PIV and upon Plan Vietnam’s approval	70

**7. Management**

The MERL team will supervise the assessment and work closely with the consultant to complete the task. All PUs in Ha Giang 1, Ha Giang 2, Lai Chau, Quang Tri, Quang Binh, and Kon Tum arrange the schedule and implement the data collection activities. The planning staff will attend the training course and conduct the activity. The consultant will collaborate with the Plan M&E team to support Plan staff.

## 8. Expected qualification and experience of consultants

Consultants are expected to obtain following qualifications and experience:

- Proven experience in carrying out project evaluations, especial evaluation gender, child rights, and women rights project/programme.
- Proficiency in qualitative methods of data collection.
- Proficiency in 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 urban planning in Vietnam is preferred.
- Excellent writing and speaking skills in both English and Vietnamese languages.

## 9. 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 “CSP-FY25 Data collection” in the subject line, and including support documents as outlined to: **Plan International Vietnam**, Address: 6<sup>th</sup> Floor, Capital Building, Lane 36, Giang Van Minh str., Kim Ma Ward, Ba Dinh Dist., HN

The deadline for submitting the proposal package will be no later than **23:59’, May 5<sup>th</sup> 2025**.

## 10. Applications

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

a) Technical proposal:

- Detailed response to the TOR
- 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

*Only short-listed teams will be contacted for interview.*

Hanoi, 24th April 2025