

TERMS OF REFERENCE

Consultancy for collect baseline and endline data among players in Hoa Binh ChildFund Pass It Back Program Season 1 FY1819

I. INTRODUCTION

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and families in 63 countries. ChildFund Australia is a registered charity and is fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention. With a strong focus on building the resilience of young people, ChildFund also gives children and youth the opportunity to take part in sports, vocational education and life skills training, and supports their participation in local decision-making processes.

ChildFund’s programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

II. PROGRAM CONTEXT

ChildFund Pass It Back is an innovative Sport for Development program using Get Into Rugby, a World Rugby program to grow the Game globally, to equip children and young people in Asia to overcome challenges, inspire positive social change and ‘pass it back’ to their communities. The program gets children and youth to Try, Play and Stay in the Game as part of the Impact Beyond Rugby World Cup 2019 strategy, which will increase awareness and sustainable growth of rugby in Asia. ChildFund Pass It Back delivers an integrated rugby and life-skills curriculum in a safe environment that promotes the values of the Game and builds a new generation of leaders in disadvantaged communities across Asia.

In the next season, from September to December 2019, The ChildFund Pass It Back Program is delivering 2 modules that consist of 14 sessions each. The 2 modules are:

1. Understand Gender
2. Being Healthy (Sexual Reproductive Health Rights)

More detailed information about the program can be found at: www.childfundpassitback.org

III. OBJECTIVES OF THE CONSULTANCY ASSIGNMENT

As part of ChildFund Pass It Back’s monitoring and evaluation activities, we will collect season data to measure learning, and to understand players’ experience of ChildFund Pass It Back activities.

We use a range of specific tools to carry out these activities in order to collect data players experiences and learning in their learning modules:

1. ChildFund Pass It Back Players Learning Questionnaire – General Survey

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2. ChildFund Pass It Back Player Learning Questionnaire – Gender Module
3. Tool P4.3: ChildFund Pass It Back Player Learning Questionnaire – Being Healthy Module

The objective of the consultancy is to lead survey fieldwork using the given tools and prescribed protocols to survey approximately 600 players in Kim Boi District and Tan Lac District, Hoa Binh Province. This will be collected offline, and once data collection is completed, the consultants conduct data cleaning and data entry using Salesforce (access will be provided by ChildFund).

IV. METHODS, TOOLS AND KEY TASKS

A Vietnam-based consultant(ing team) and a team of their design will be recruited to run the survey. The ChildFund Pass It Back Measuring Change Project Officer (MC PO) will provide the selected consultant(s) with given tools and informed consent forms, protocols and guidelines, and list of interviewees to conduct survey among given teams. The key tasks for the consultant include:

1. Interviews develop a detailed survey fieldwork plan for their work in consultation with the MC PO.
2. Run their own training for survey enumerators and supervisors on protocols (e.g. ethical issue, regulated sample size of each team) and use of survey instruments (e.g. learning questionnaires) to ensure that field supervisors and enumerators are trained on the questionnaire and survey procedures; MC PO will be on hand to provide technical support as needed.
3. Collect data and manage supervision of data collection teams, ensure implementation of data collection process, control quality measure during interviews, data collection, and data entry.
4. Ensure that the survey is conducted using the specified methodology and complete the interviews to achieve representative sample as planned.
5. Ensure that all interviews to baseline players must be completed before 15 September 2019 so that coaches can start their training deliveries. The latest completion date for endline data collection is 31 December 2019.
6. Submit contact and quality control report as deliverable in the fieldwork report.
7. Conduct data quality control checks during the survey activities.
8. Report to MC PO with any serious problems encountered during the survey.
9. Lead data entry and submit data on Salesforce before the given deadlines.

V. SPECIFIC SCOPE OF WORKS

1. Location of work

Data collection will take place in: **(1)** 3 communes in Kim Boi district, Hoa Binh Province: Hop Dong - Thuong Tien, Du Sang, and Kim Tien, and **(2)** 4 communes in Tan Lac district, Hoa Binh Province: Phu Vinh, Ngoc My, Phu Cuong, and Trung Hoa.

2. Expected duration of work:

The expected duration of work is 6 weeks; in which about 2 weeks for baseline data collection occurring in the two first weeks of September 2019, and about 2 weeks for endline data collection after session delivery is completed at the end of December 2019. One week for inputting data after baseline and endline completed. The duration of work is expected as below:

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Approximate days	Activities and outputs
Week 1 September (1-4/9)	<ul style="list-style-type: none"> Review tools using for data collection Develop a detailed fieldwork plan for data collection. Train enumerators to conduct surveys.
Week 1, 2 and 3 September (5-18/9)	<ul style="list-style-type: none"> Before 15 September, conduct interviews to collect baseline data in Tan Lac and Kim Boi, Hoa Binh Input baseline data on Salesforce before 30 September
Week 4, 5 and 6, December (16-31/12)	<ul style="list-style-type: none"> Conduct interviews to collect endline data in Tan Lac and Kim Boi, Hoa Binh before 31 December 2019. Input endline data on Salesforce 3 January 2020.

3. Specific location and survey expected:

Sample size:

Regarding to conducting surveys, the consultant will be required to survey baseline and endline approximate 600 players (from 11 to 16 years-old) using different tools in 7 communes. Among 600 players got interview with either the Being Healthy Module Survey or Gender Module Survey and 204 players got interview with the General Learning Survey. The details as below:

Districts	Communes	Teams	Players interview – Being healthy	Players interview – Gender	Players interview – General Learning
Kim Boi		20	156	84	60
	Hop Dong, Thuong Tien	5	48	12	12
	Du Sang	5	36	24	24
	Kim Tien	10	72	48	24
Tan Lac		30	168	192	144
	Phu Vinh	6	36	36	12
	Ngoc My	8	24	72	72
	Phu Cuong	8	36	60	36
	Trung Hoa	8	72	24	24
Total		50	324	276	204

The data collection in the field should happen in the mean time in each district. The list of respondents will be provided by the MC PO. The questionnaire estimated duration should be 40 minutes for Learning and 30 minutes for Module Surveys.

Data collection:

Interviews: Face-to-face using paper copies of surveys.

Quality control:

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- A minimum of 10% of all interview surveys to be checked via on-site monitoring or telephone call-back.
- All data is required to be inputted into Salesforce following the coding system used by ChildFund Pass It Back before the above deadlines.

4. Supervision/management of the assignment

The consultant will work closely with ChildFund Vietnam's Hoa Binh Provincial Managers, ChildFund Pass It Back Measuring Change Project Officer, and ultimately under the supervision of ChildFund Pass It Back's Measuring Change Advisor.

5. Confidentiality

All discussions and documents relating to this TOR will be treated as confidential by the parties.

6. Child Safeguarding

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct, contact with children or having access to children's personal information, a Criminal Background Check must also be carried out.

7. Counter-Terrorism

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

VI. SELECTION CRITERIA

Team leader should have:

- Relevant qualifications in social science and development.
- Documented experience in conducting large surveys and managing survey teams.
- Experience in participatory assessments and/or action research related to youth/women empowerment at a community level.
- Proven experience in working with communities, and knowledge of social and emotional learning.
- Fluent spoken and written communication skills in English.
- Experience with data management systems.
- Expertise and experience in overseeing and managing research.

Team members should have:

- Relevant qualifications in social science and development.
- Experience in conducting surveys, working with children, youth, and minorities.
- Strong verbal communication skills.
- Strong computer skills.

VII. PROPOSAL AND APPLICATION SUBMISSION

The EoI should include the following:

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- A cover letter describing your motivation and qualifications for the assignment, as well as commitment to deliver the service before deadlines.
- A statement explaining consultants' understanding of the assignment and a brief overview of how the assignment will be conducted; note that final planning will be made with the MC PO.
- Chart allocation of days (note details above under 'Timeframe');
- Proposed total budget including daily rate for consultant and costs for fieldwork research;
- CV of the lead consultant who will be responsible for the project implementation;
- Contact details of at least three referees;
- Two samples of previous data collection reports that are relevant to this consultancy.

Interested applicants should submit their Expression of Interest and other required documents and complete the online application form through this link: <http://childfund.org.vn/en/working-opportunities/vacancies> no later than 5.00pm on **20th** August 2019.

Only short-listed applicants will be contacted.