

## TERMS OF REFERENCE

### Evaluation of Projects: Child Protection System Effectiveness VN03-035 and VN03-037 in Hoa Binh, Bac Kan and Cao Bang provinces

#### 1. INTRODUCTION

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

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade that manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change that enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

#### 2. BACKGROUND

Two “Child Protection System Effectiveness” projects in Cao Bang, Bac Kan and Hoa Binh provinces, including VN03-035 from December 2018 to November 2021 and VN03-037 from September 2019 to June 2022, cover 39 communes in five districts of three provinces Cao Bang, Bac Kan and Hoa Binh.

Budget and funding sources of the two projects are as below:

	VN03-035	VN03-037	
<b>Location: District (Province)</b>	13 communes in Quang Hoa and Trung Khanh (Cao Bang)	6 communes in Tan Lac (Hoa Binh)	7 communes in Thach An (Cao Bang) 13 communes in Ngan Son and Na Ri (Bac Kan)
<b>Funding source</b>	ChildFund Australia/ChildFund New Zealand	ChildFund Korea	ChildFund Australia
<b>Total budget (AUD)</b>	544,731	671,324	1,077,609

The direct participants (beneficiaries) in these projects are approximately 27,000 students, 800 parents, 200 teachers (including 85 child protection focal points at 85 schools) and 40 child protection (CP) workers.

The projects have the goal and objectives as follows:

**Project Goal:** “To strengthen the formal and community-based child protection system’s effectiveness and improve boys and girls and youths’ resilience in ChildFund supporting areas in

five districts including Quang Hoa, Trung Khanh, Thach An, Ngan Son, Na Ri and Tan Lac of Cao Bang, Bac Kan and Hoa Binh provinces.

**Project objective 1:** To strengthen and improve capacity of formal system **duty bearers** at commune level to respond to child protection issues

**Project objective 2:** To strengthen and improve the community and informal system's capacity to prevent and respond to child protection issues by engaging **parents, caregivers and teachers** on child protection and child participation for a child safe community

**Project objective 3:** Build and develop **children's and the youth's resilience** through integrating child participation to community child protection initiatives

**There are some main outputs as listed below.**

Output 1.1. The community-based child protection mechanism is reviewed, re-established and equipped with tools for monitoring progress.

**Output 1.2. Child Protection duty bearers are trained, coached equipped with tools and resources to provide child protection services.**

**Output 2.1. School CP team including leaders and teachers and core students are trained/coached on child protection mechanism.**

Output 2.2. Identifying risks and protective factors at primary and secondary school students through a survey at 26 schools.

Output 2.3. CP point persons in schools received training on conducting IEC events to parents and community on child protection and participation.

**Output 2.4. Parents and community members are engaged in awareness activities focusing on emergent child protection issues.**

**Output 3.1. Primary and secondary school students are trained on self-protective behaviors with tailored curriculum.**

**Output 3.2. Initiatives for children, youth, parents and caregivers' participation in community-based child protection mechanism promoted.**

*(Please see the performance indicators and outputs of the projects in Annex 1)*

### 3. OBJECTIVES OF SERVICE

The Consultant will undertake an end-of-project evaluation of the projects in March 2021.

**Objective:** Evaluate the results of the “Child Protection System Effectiveness in Cao Bang, Bac Kan and Hoa Binh” projects and recommend improvements for design and implementation of Phase 2 of a child protection project in the local areas of Quang Hoa, Thach An districts (Cao Bang), Na Ri, Ngan Son districts (Bac Kan) and Tan Lac district (Hoa Binh).

The Consultancy will focus on the following overarching questions:

#### Evaluation of results

- To what extent do the Child Protection duty bearers have met the requirements stated in the Decree No. 56/2017/ND-CP guiding the Law on Children 2016, including internal (personal) and external influencing factors? How does the model fit with local authority requirements? How effective are the linkages between commune child protection officers and referral services to support them on case management? – Output 1.2
- To what extent do the Commune CP Steering Group have effective coordination in child violence and abuse prevention and case management and to what extent do the school focal points cooperate with commune CP duty bearers? – Output 2.1

- To what extent are the students able to recognize the risks of child abuse and respond correctly? – Output 2.1, Output 3.1
- Assess the engagement and interest of parents/carers in child protection issues. How do parents/carers engage in the CP issues in the communities and schools? – Output 2.4
- To what extent are children involved in child protection activities and peer education, and how should that be improved? – Output 3.2
- Cross-cutting issues: The project has promoted the rights of participation of girls, women and children with disabilities and provided support to some of their other rights. The evaluation should focus more on the rights on participation and access to CP services of girls, boys with or without disabilities. Here are some suggestions for analysis:
  - Regarding gender issues, we expected the evaluation will identify clearer issues that may exist such as what are the differences between girls and boys in their knowledge and responses? Why? What are the gaps/barriers met by girls and boys when they are faced with the risk of child abuse or violence that prevent them from not reporting? When a duty bearer receives a report of girls or boys, how different does that person respond to the girls and boys?
  - Regarding disability inclusion, what are the existing barriers that prevent children with disabilities from accessing child protection services in the communities?
- What are the factors of successes (or failures) of these projects? Are there any unintended outcomes (positive and negative) of this project?
- What are the lessons learnt from this project?

**Considerations for Next Phase**

- What are issues related to sustainability of Phase 2, in relation to policies and resources, awareness of related commune leaders, capacity of CP team, ongoing commitment regarding staffing from the local government?
- Are there additional technical areas that Phase 2 could/should include to strengthen the results of child protection initiatives (for example, a small pilot of engaging health care workers in the prevention and early identification of child abuse cases?).

The evaluation should consider the below principals in its review process:

- **Effectiveness** - the extent to which the intended project outcomes are achieved, citing concrete evidence and case stories.
- **Project management:** This evaluation will identify areas of improvement in all aspects of project management, including the structure and roles of ChildFund project team.
- **Sustainability** - the extent to which outcomes of the project can be continued based on the built capacity of target groups, government partners at various levels, and ChildFund Vietnam. In fact, the project has invested a lot in capacity building for the commune child protection workers. Those are playing the main role in child protection tasks and girls and boys supports and are contributing to the well function of the local child protection system. The challenge is how to maintain the well function of the system when the new project ends in the next three years. This should take into consideration the financial, individual and organizational capacities.
- **Relevance, Advocacy and Impact:** This evaluation will look for the barriers/gaps of the high levels of participation of provincial DOLISA in responding to the need of children. It also assesses the extent to which the current project model is in line with the government child protection related strategic plan, policies, structure and resources.

#### 4. METHODOLOGY, TOOLS AND TASKS

The evaluation consultant is expected to utilize a participatory approach and should work closely with key staff during the course of work. The Consultant should gather both quantitative and qualitative data (case story, quotation, and photos) using various methodologies and tools for data gathering, analysis and reflections.

The evaluation must be conducted in accordance with ChildFund Vietnam's guidelines and policies on Child Protection and ethical standards.

**In order to assist ChildFund Vietnam in conducting the project evaluation, the consultant is required to undertake the followings:**

- Review relevant primary and secondary sources of information associated with the project proposal documents, project variations, quarterly reports, baseline reports and other relevant project-related materials.
- Develop the quantitative questionnaires (for CP officers, focal point teachers, students and parents) and qualitative interviews utilizing available baseline tools. All quantitative and qualitative data collected through the assessment must be classified by location (commune), age and sex. There should be individual consideration for girls and boys, youth, people with disability, men and women.
- Design an evaluation plan and prepare a schedule for the evaluation by consulting with relevant managers and staff in Vietnam. The methodology should provide opportunities for participation of stakeholders and capture the views and opinions of representing sub-national government, local authorities and target groups in the target communities.
- Train the local data collectors about the quantitative questionnaires and monitor them. It is preferable to use KOBO to collect data on smartphone provided by ChildFund.
- Design, lead and document Focus Group Discussions (FGDs), In depth Interviews (IDIs), and change stories with the different stakeholder groups as stated in the project proposal.
- Analyse available information and documents along with findings and recommendations. The detailed recommendations include the information such as when/where/whom/how to apply these recommendations. The recommendations should cover the contents related to gender, disability, and ethnic minority inclusion.
- Present findings to ChildFund Vietnam team for discussion and feedback. The evaluation should provide evidence including case stories, quotes, and high-quality photos about the effectiveness which contributed or provided by the project.
- Produce two final reports, one for VN03-037 in Tan Lac district which can be used by the project's funder – ChildFund Korea, and one overall report for two projects, including key findings and recommendations in Vietnamese and English (translation service provided by ChildFund upon request) which can be used as an endorsement of the work done by ChildFund Vietnam. Case story of project will be included and shared to ChildFund as part of the final report.

**The relevant staff of ChildFund Vietnam will:**

- Provide relevant documents to the consultant
  - Project design documentation
  - Project Reports (baseline report, quarterly, 6 monthly and year end reports, output reports, training reports, etc.), and
  - MEL Framework and other documents
- Organize logistics
- Organize field/site visits
- Participate in technical review

## 5. SCOPE OF WORK

### Location

The consultancy work is expected to be carried out in 8 communes in 4 districts as follow:

Province	Cao Bằng				Bắc Kạn		Hòa Bình	
District	Quảng Hoà		Thạch An		Na Rì		Tân Lạc	
Commune	Quốc Toản	Hồng Quang	Kim Đồng	Thuy Hùng	Đông Xá	Quang Phong	Suối Hoa	Ngọc Mỹ

Some in-depth interviews with Cao Bang, Bac Kan and Hoa Binh's DOLISA and ChildFund leaders, who participated in some technical workshops of the project are also recommended.

This project-end evaluation should cover the whole project and implementation period from December 2018 up until February 2022.

### Time Frame

It is anticipated the assignment will be undertaken from March to May 2022.

An indicative timetable for this work is provided below. The number of days for this assignment will be discussed and mutual agreed by both sides.

Indicative dates	Outputs and Activities
March: Week 3 – Week 5	<ul style="list-style-type: none"> <li>Literature review: project proposal, baseline survey report, quarterly, 6 monthly and year-end project reports, training reports, case studies, etc.</li> <li>Evaluation methodologies, tools and implementation plan (in consultation with related ChildFund staff and partners)</li> </ul>
April: Week 1-2	<ul style="list-style-type: none"> <li>Field work (might include briefing the key finding with local partners)</li> </ul>
April: Week 3-4	<ul style="list-style-type: none"> <li>Data and information analysis; write-up and submission of draft report (in Vietnamese) for ChildFund feedback</li> </ul>
May: Week 1	<ul style="list-style-type: none"> <li>Debrief with ChildFund staff;</li> </ul>
May: Week 2-3	<ul style="list-style-type: none"> <li>Translation of reports into English and submission to ChildFund Korea and ChildFund Australia</li> <li>Finalization of reports in Vietnamese and English</li> </ul>

### Outputs/Deliverables

The following deliverables are expected from the consultant:

- An inception report including evaluation methodologies, survey tools (questionnaires, interview guides, data analysis methodology), and work plan
  - The tools are set up to fully reflect the objectives of the project, the toolkit must be available at least 5 working days before the field trip starts.
  - The field trip schedule is clearly established and responsive.
- A validation and sharing workshop: The findings should be validated through workshop among key staff, partners and relevant target groups in the communities.
- Two reports including:
  - One report evaluating the results of VN03-037 project in Tan Lac province for ChildFund Korea, in Vietnamese and English
  - One overall report for the two projects in Vietnamese and an 8 to 10-page summary in English

Both reports should include:

- Table of content
- Terminology/Abbreviation
- Executive summary
- Introduction
- Methodologies
- Findings
- Lessons learnt
- Conclusions and recommendations
- Appendices

**The report should have the following qualities and characteristics:**

- Report should be based on facts, verified information and valid proofs.
- Details of the evaluation findings are clearly and logically described and analysed based on agreed evaluation criteria
- Report should include both negative and positive findings and emphasize on lessons that could be learned from both
- Recommendations should be clear and specific in order to facilitate the decision makers in making the right decision
- Reports should take on ethical approach to reporting

#### **Supervision / Management of the assignment**

The consulting work is done under the general management of Head of Program in Ha Noi. The consultant will work closely with the Monitoring, Evaluation and Learning Manager, Child Protection Specialist and Monitoring, Evaluation and Learning Officer.

#### **Confidentiality:**

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

#### **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.

#### **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.

## **6. SELECTION CRITERIAS**

- At least a Bachelor's or Post-graduate degree (preferred) in Social sciences or in relevant fields.
- Documented experience in conducting participatory assessments and/or action research related to Child Protection initiatives at a community level.
- Knowledge and experience of Vietnam's current socio-political situation.
- Proven experience in working with students, communities, and knowledge of relevant national policies and government positions.

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- Excellent spoken and written communication skills in Vietnamese/ English
- Excellent analytical and report-writing skills.
- Child-friendly communication and research experience is preferred.
- Expertise and experience in project design, monitoring and evaluation.

## 7. HOW TO APPLY, SUGGESTED TIME AND BUDGET

Send a short Proposal including technical and financial parts:

- Technical proposal: understanding of task requirements, methodologies, work-plan, consultant profile and its relevance to this assignment, list of relevant consultancies in the past...;
- Financial proposal: proposed total budget including daily rate (including PIT) for consultants. The total consultant fee for this evaluation does not exceed the amount of VND 170 million.

And attach the following documents:

- CV of consultant (or consultant team);
- Contact details of at least two referees;
- Two samples of previous evaluation reports that are relevant to this consultancy;

Interested applicants should submit their Proposal through this link:

<https://teamchildfund.bamboohr.com/jobs/view.php?id=184> no later than 08 March 2022.

Only short-listed applicants will be contacted.

**Annex 1: Outcome and performance indicators**

<b>Outcome 1: To strengthen and improve capacity of formal system duty bearers at commune level to respond to child protection issues</b>					
<b>Performance Indicators</b>	<b>Target VN03-035</b>	<b>Target VN03-037</b>	<b>Means of Verification</b>		<b>Sector Outcome</b>
By end of project, CP officers from Sub-DOLISAs and communes improved their knowledge and skills on case management and child protection related law and policies.	12/15	20/26	Baseline and endline survey/evaluation	and KAP EoP	CPO1
By end of project, Commune Child Protection Officers have increased collaboration with other government departments as part of case management.	10/13	N/A	Baseline and endline survey/evaluation	and KAP EoP	CPO1
At least 80% child protection officers and members of local child protection networks are able and capable to properly deal with the cases with risk of abuse	80%	80%	Baseline and endline survey/evaluation	and KAP EoP	CPO1
90% of children with risk of abuse are timely reported, managed, and supported.	90%	90%	Child abuse incident report		CPO1
Proportion of child protection officers (66%) become decision makers taking part in CP mechanism at commune and district level are women.	N/A	60%	EoP evaluation		CPO1

<b>Outcome 2: To strengthen and improve the community and informal system's capacity to prevent and respond to child protection issues by engaging parents, caregivers and teachers on child protection and child participation for a child safe community</b>					
<b>Performance Indicators</b>	<b>Target VN03-035</b>	<b>Target VN03-037</b>	<b>Means of Verification</b>		<b>Sector Outcome</b>
26(for 035),115(for 037) teacher focal points persons appointed and capable of providing/updating child information and raising concern to commune CP duty bearers of their communes.	26/26	115/144	End of Project evaluation/Baseline and End-line KAP survey		CPO2

By October 2019, 80% of the 26 appointed child protection focal points have increased collaboration with other government departments as part of case management.	18/26	N/A	End of Project evaluation/Baseline and End-line KAP survey	CPO2
At least 90% of parents, teachers and care givers of students in 26 schools accessed to child protection IEC materials and curriculum hand-outs.	90%	N/A	End of Project evaluation/Baseline and End-line KAP survey	CPO2
At least 80% parents, teachers and care givers of the target students received information on child risks and solutions through IEC events and materials.	80%	N/A	End of Project evaluation/Baseline and End-line KAP survey	CPO2
At least 70% parents, teachers and care givers can identify risks factors for their children and solutions.	70%	70%	project progress report, observation report	CPO2
At least 70% of teachers and parents/caregivers are able to recognize and provide initial counselling to children especially on gender-based violence	N/A	70%	EoP evaluation	CPO2

<b>Outcome 3: Build and develop children’s and the youth’s resilience through integrating child participation to community child protection initiatives</b>				
<b>Performance Indicators</b>	<b>Target VN03-035</b>	<b>Target VN03-037</b>	<b>Means of Verification</b>	<b>Sector Outcome</b>
At least 80 % girls and boys in primary and secondary schools can identify risks factors and know how to protect by themselves or find support from CP officers or adult people	80%	80%	Baseline and endline KAP survey/EoP Evaluation	CPO3
All girls and boys in 26 schools accessed to child protection IEC materials and curriculum handouts.	26/26	N/A	Baseline and endline KAP survey / EoP evaluation	CPO3
80% girls and boys could describe clearly about Raising Concern Report when participating in Child Forums at commune, district and provincial levels	80%	80%	Baseline and endline KAP survey/ EoP evaluation	CPO3

<p>By the end of the project, at least 80% of girl participants are able to recognise their rights and have improved decision-making and leadership skills particularly in relation to early child marriage</p>	<p>N/A</p>	<p>80%</p>	<p>EoP evaluation</p>	<p>CPO3</p>
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