

TERMS OF REFERENCE CONSULTANT TO CONDUCT BASELINE SURVEY OF PROJECT:

Child Protection System Effectiveness (VN03-041) in Kim Boi district, Hoa Binh province

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 23 million children and their families in over 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 which 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 which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented across 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 children and youth the opportunity to take part in sports, life skills training, and supporting their participation in local decision-making processes.

2. BACKGROUND

From January 2022 to June 2025, ChildFund will support the implementation of the project "Child Protection System Effectiveness" in four (4) project communes in Kim Boi (Hoa Binh), benefiting approximately 9,642 beneficiaries including boys and girls and children with disabilities.

The project is implemented by ChildFund in cooperation with Department of Labor - Invalids and Social Affairs of Hoa Binh province and the People's Committees of Kim Boi district.

The project aims to strengthen the CP system and community-based child protection system’s effectiveness and improve boys’ and girls’ and the youth’s resilience in ChildFund’s supported areas of 04 communes of Kim Boi District in Hoa Binh province.

The project has three expected outcomes as follows:

- Outcome 1: Formal child protection system in Kim Boi district is strengthened through the improvement of provincial level support.
- Outcome 2: School-based Child Protection mechanism functions well with the engagement of parents/caregivers and related stakeholders.

- Outcome 3: Girls and boys have increased knowledge and skills of self-protection and know how to seek help.

3. PURPOSE OF THE STUDY

The purpose of the assignment is to carry out a study to establish a baseline that provides evidence reflecting:

- The knowledge and skills on case management, child protection related law and policies, as well as gender transformative concepts of child protection duty bearers from two Sub-DOLISAs and 4 communes.
- The percentage of child protection duty bearers who are able to properly deal with the cases with risk of abuse.
- The percentage of children with risk of abuse are timely reported, managed, and supported.
- The percentage of parents, teachers and care givers who are able to identify risk factors for their children and solutions, particularly regarding gender-based risks such early child marriage to girls and boys.
- The percentage of girls and boys in primary and secondary schools who are able to identify risk factors and know how to protect themselves or find support from CP officers or adult people.

And propose recommendations for better project implementation, including monitoring activities and evaluating the achievement of project objectives and results.

4. METHODOLOGY, TOOLS AND TASKS

The consultant team will be expected to review key documents, as well as conduct field surveys and review meetings in Hanoi or Hoa Binh. Subsequently, the consultant team will prepare a final report responding to the objectives of the terms of reference.

This consultancy will include the following steps:

- Review all available documentation and relevant primary and secondary information relating to the projects (provided by ChildFund Vietnam) such as project proposal, evaluation report of the previous completed project, program description, Child Protection Framework, ChildFund Strategy, etc.
- Design baseline outline including a plan, methodology, tools and prepare a schedule for the survey by consulting with relevant managers/specialists and staff of ChildFund Vietnam.
- Design, lead data collection (both quantitative and qualitative) in project field and document Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), with the different stakeholder groups as stated in the project proposal.
- All quantitative and qualitative data collected through the baseline must be classified by location (commune), age and sex. There should be individual consideration for girls and boys, men, women, youth, and people with disability.
- Analyze available information and document findings and recommendations.

- Present findings to ChildFund Vietnam team for discussion and feedback.
- A full report will be produced in Vietnamese, and a summary report will be produced in English which can be used as an endorsement of the work done by ChildFund Vietnam. High resolution of jpg photos will be included and shared to ChildFund as part of the final report.

5. SCOPE OF WORK

Location:

The consultant work will be carried out in Kim Boi district- Hoa Binh province.

Timeframe (Plan for activities):

It is expected that the work will be carried out from May to July of 2022 (all work including writing reports must be completed before July 29th, 2022)

Time	Outputs and activities
Week 3- 4 of May and week 1 of June 2022 (3 weeks)	<ul style="list-style-type: none"> • Reviewing documents and gather information from project proposal, evaluation report of the completed project, program description, Child Protection Framework, ChildFund Strategy and etc
	<ul style="list-style-type: none"> • Development of survey tools (questionnaires, interview guides, survey methodology data analysis methods, etc.), and field trip plan
Week 3 of June 2022	<ul style="list-style-type: none"> • Field trips in Hoa Binh, (2-3 days) • Validating the qualitative data in Hoa Binh
Week 4 of June to week 4 of July 2022	<ul style="list-style-type: none"> • Analyzing data and information • Preparing report draft and discussing it with ChildFund staff • Preparing the final reports (in Vietnamese) and report summary (in English) • Submitting the completed report (file word, soft version).

Outputs/Deliverables

The following deliverables are expected from the consultant:

- Survey tools (questionnaires, interview guides, data analysis methods, work plan etc.)
 - The tools are set up to fully reflect the objectives of the baseline, the toolkit must be available at least 5 days before the field trips start.
 - The field trip schedule is clearly established.
- A file including the baseline raw data should be submitted to CFV for verification.

- A validation and sharing workshop: The baseline findings should be validated through workshop among key staff, partners and relevant target groups in the communities.
- A draft and final report in Vietnamese include:
 - Table of content
 - Terminology/Abbreviation
 - Executive Summary
 - Introduction
 - Methodologies
 - Key findings
 - Conclusions and recommendations
 - Appendices

Supervision / Management of the assignment

The consulting work is done under the general management of the Provincial Managers of Hoa Binh province. The consultant will work closely with the Child Protection Specialist, and Monitoring, Evaluation and Learning team.

Confidentiality:

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

Child safeguarding:

The Consultant will undertake the Services to a high standard; use its best endeavors to promote the best interests of ChildFund; protect the reputation of ChildFund and work in a manner consistent with the mission, vision and policies of ChildFund (see Child Safeguarding Policy/Child Safeguarding Code of Conduct PSEAH policy and Employee Code of Conduct). ChildFund Australia has a zero-tolerance policy to abuse, exploitation and harassment in all its forms.

Counter-Terrorism and Anti-Money Laundering

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism and anti-money laundering. In order to meet its obligation, the consultant is obligated to provide information required for ChildFund to undertake counter terrorism screening before engagement. The consultant's name, date & place of birth and ID number will be checked against Department of Foreign Affairs and Trade (DFAT) consolidated list, National Security Australia list, World Banks listing and the Asian Development bank listing to ensure not engage with entities or individuals appearing on the lists.

Conflict of Interest

The Consultant must declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of ChildFund.

Fraud and Corruption prevention and awareness

ChildFund Australia has a zero approach to fraud and corruption act. The successful consultant will be required to comply with ChildFund Australia's fraud and corruption prevention and awareness Policy and act against any form of fraud or corruption and not offer, promise, give or accept any bribes.

Insurance

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

Acknowledgment and Disclaimer

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this ToR. Nothing in this ToR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this ToR or the submission of Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

6. SELECTION CRITERIA

To carry out the assignment, the consultant team should meet the criteria as follows:

Team leader

- Relevant qualifications associated with social work.
- Knowledge and experience of Vietnam's current child protection situation.
- Proven experience in working with communities, and knowledge of relevant national policies and government positions.
- Excellent spoken and written communication skills in English/Vietnamese.
- Excellent analytical and report-writing skills.
- Child-friendly communication and research experience are preferred.
- Experience and skills in workshop and policy advocacy.
- Experience and skill to work with ethnic minority people.

Team member:

- Relevant qualifications associated with social work.
- Knowledge and experience of Vietnam's current child protection situation.
- Proven experience in working with communities, especially ethnic minorities ones.
- Excellent spoken and written communication skills in Vietnamese

7. HOW TO APPLY, SUGGESTED TIME AND BUDGET

Send a short Expression of Interest (less than 10 pages) including:

- Technical review methodology;
- Financial proposal including estimated number of days and total budget including daily rate (in VND and including PIT) for consultant and tentative costs for fieldwork research;

And attached the following documents:

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

Interested applicants should submit their Expression of Interest and complete the online application form through this link:

<https://teamchildfund.bamboohr.com/jobs/view.php?id=202>

no later than 5.00pm on 28th April 2022. Only short-listed applicants will be contacted.

Annex 1: Outcome indicators

Outcome 1: Formal child protection system in Kim Boi district is strengthened through the improvement of provincial level support.

Performance Indicators	Describe the Target	Target	Means of Verification	Sector Outcome
>60% of critical cases are referred to and supported by the provincial level social work centre	% of critical cases are referred to and supported by the provincial level social work centre	60	Narrative reports; Social Worker quarterly reports	CPO1
>60% of critical cases are referred to and supported by the provincial level social work centre	% of critical cases are referred to and supported by the provincial level social work centre	0	Narrative reports; Social Worker quarterly reports	CPO1
Minimum of 80% cases managed according to Decree #56/2017 requirements.	% cases managed	80	Narrative reports; Social Worker quarterly reports	CPO1
Minimum of 80% cases managed according to Decree #56/2017 requirements.	% cases managed	NA	Narrative reports; Social Worker quarterly reports	CPO1
Number of cases/incidents of violence against children recorded by child protection authorities annually.	Number of cases/incidents of violence against children recorded by child protection authorities annually.	NA	Activity report, children list	CPO1

Outcome 2: School-based Child Protection mechanism is functioned well with the engagement of parents/caregivers and related stakeholders.

Performance Indicators	Describe the Target	Target	Means of Verification	Sector Outcome
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80% School CP Focal Points report to commune CP worker and respond in a timely and confidential manner on child protection issues.	% School CP Focal Points report to commune CP worker	0	Social Workers Supervision Report; Monthly Standing Group Meeting	CPO2
80% School CP Focal Points report to commune CP worker and respond in a timely and confidential manner on child protection issues.	% School CP Focal Points report to commune CP worker	80	Social Workers Supervision Report; Monthly Standing Group Meeting	CPO2
80% of Parents/Caregivers know who the School Focal Points is and feel confident to seek information or services	% of parents/caregivers know the school focal points and is confident to seek information	80	% trained CF training report; % Focal points reporting on outreach	CPO2
80% of Parents/Caregivers know who the School Focal Points is and feel confident to seek information or services	% of parents/caregivers know the school focal points and is confident to seek information	NA	% trained CF training report; % Focal points reporting on outreach	CPO2
80% of cases related to CP are managed accordingly in school after referred to commune CP worker	80% of cases related to CP are managed accordingly in school after referred to commune CP worker	80	Activity report, children list	CPO2

Outcome 3: Girls and boys have increased knowledge and skills for self protection and know how to seek help.

Performance Indicators	Describe the Target	Target	Means of Verification	Sector Outcome
70% of girls and boys aged from 6-15 years old identify risks and can explain how to report.	% of girls and boys able to identify risks and can explain how to report	NA	Post-training test, endline evaluation	CPO3

70% of girls and boys aged from 6-15 years old identify risks and can explain how to report.	% of girls and boys able to identify risks and can explain how to report	70	Post-training test, endline evaluation	CPO3
At least 50% of children with special circumstances/at risk of being in special circumstances stated in the Children Law 2016, can identify risks and can explain how to report.	% of children can identify risks and can explain how to report.	50	Endline evaluation	CPO3
At least 50% of children with special circumstances/at risk of being in special circumstances stated in the Children Law 2016, can identify risks and can explain how to report.	% of children can identify risks and can explain how to report.	NA	Endline evaluation	CPO3
Number of children who share their views and opinion to decision makers	Number of children who share their views and opinion to decision makers	NA	Activity report	CPO3