

Consultant’s Terms of Reference for

The baseline survey of project VN04-039 - Empowering Digital Learning for All

1. Organisational context

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 11 organisations that 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 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 children and young people in vulnerable situations, to assert and realise their rights.

Projects are mainly 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 and marginalised sections of the population. ChildFund Vietnam also implements nationwide projects that provide support to both formal and informal systems at national and provincial levels.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health, and well-being for children. ChildFund Vietnam 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

ChildFund Vietnam and government partners have implemented the project named Empowering Digital Learning for All, from Oct 2023 to Dec 2026, in Hoa Binh, Bac Kan, and Cao Bang provinces. The project aims to create an accessible and equitable digital learning environment for highly vulnerable children to safely develop 21st-century competencies. The impact of the project extends to approximately 12,000 students and their teachers and families. Most of these participants belong to ethnic minority groups and have limited access to digital educational resources.

The project has three expected outcomes and outcome indicators as below:

TT	Outcomes	Outcome indicators
1.	Outcome 1. Students, vulnerable children, and teachers enhanced equitable accessibility in the digital learning environment at schools and education centers for CWD.	<p>O1.1. # of children access digital learning environment (using ICT for studying) at schools</p> <p>O1.2. # of vulnerable children access digital learning environment at education centers for CWD.</p> <p>O1.3. # of teachers access digital learning environment (using ICT for teaching and students management) at school.</p> <p>O1.4. # of targeted schools are equipped with accessible digital learning spaces, devices and software.</p>

		<p>O1.5. # of targeted education centers for CWD centers are equipped with accessible digital learning spaces, devices and software.</p> <p>OP1.2. and OP1.3. % of students, teachers/school managers, and parents/carer participated in online safety trainings</p>
2.	Outcome 2. Public educational services improved through digital learning.	<p>O2.1. % of teachers who are able to apply digital technology in teaching.</p> <p>O2.2. % of education managers who are able to develop and conduct digital learning plans.</p> <p>O2.3. # of digital learning applications supporting children with disabilities are piloted.</p>
3.	Outcome 3. Policy implementation in digital learning promoted.	<p>O3.1. # of schools and education centers for CWD centers applied the set of indicators to evaluate the level of digital transformation according to Decision No. 4725/QĐ-BGDĐT 2022.</p> <p>O3.2. % of schools and education centers for CWD centers achieved ICT criteria according to Decision No. 4725/QĐ-BGDĐT 2022.</p>

3. Purpose

The purpose of the assignment is to capture data and information reflecting:

- Review the legal documents relating to digital transformation in schools;
- The level of the project’s outcome indicators that will be able to be compared with the final evaluation;
- Constraints and challenges faced by target participants, and their current state of needs;
- Evidence-based conclusions and recommendations for project stakeholders.

4. Scope of Evaluation

- The consultant work will include the field trips in Cao Bang, Bac Kan, and Hoa Binh provinces;
- It is expected that the consultant will follow the deliverables and timeframe as mentioned in item #6. Deliverables and Indicative Timetable.

5. Methodology

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 resources information relating to the projects (provided by ChildFund Vietnam and other sources) such as project proposal, Child Protection Framework, ChildFund Strategy, Decision No. 4725/QĐ-BGDĐT 2022 on the level of digital transformation, etc;

- Develop an inception report including a plan, methodology, tools, and prepare a schedule for the survey by consulting with relevant managers/specialists and staff of ChildFund Vietnam;
- Design data collection protocols (both quantitative and qualitative) and ensure quality of data collected in the project field from document, Focus Group Discussions (FGDs), Key Informant Interviews (KIIs). All quantitative and qualitative data collected through the baseline must be classified by locations, age and sex. There must be individual consideration for girls and boys, men, women, youth, and people with disability;
- Be responsible for qualitative data collection in the fields (Cao Bang, Bac Kan, Hoa Binh);
- Train and monitor/supervise local enumerators (recruited by ChildFund Vietnam) on quantitative data collection using the KOBO toolbox;
- Analyse data (both quantitative and qualitative) to generate findings and recommendations;
- Present findings to the ChildFund Vietnam for discussion and feedback;
- Develop a full report in both Vietnamese and 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 with ChildFund as part of the final report.

6. Deliverables and Indicative Timetable

Indicative dates	Outputs and Activities	Number of Days
1 st week (after signing contract)	<ul style="list-style-type: none"> • Reviewing documents. 	3
2 nd – 3 rd week	<ul style="list-style-type: none"> • Development of survey tools (questionnaires, interview guides, survey methodology data analysis methods, etc.), and field trip plan 	3
3 rd week	<ul style="list-style-type: none"> • Finalising the survey tools, designing questionnaires on the KOBO toolbox, and training local enumerators. 	2
4 th – 5 th week	<ul style="list-style-type: none"> • Field trips in Hoa Binh, Cao Bang and Bac Kan. 	9
5 th – 6 th week	<ul style="list-style-type: none"> • Validating the qualitative data 	1
7 th – 8 th week	<ul style="list-style-type: none"> • Analysing data and information 	3
9 th – 12 th week	<ul style="list-style-type: none"> • Preparing report draft in Vietnamese and discussing it with ChildFund staff 	6
12 th week	<ul style="list-style-type: none"> • Finalising the report in Vietnamese 	2
13 th week	<ul style="list-style-type: none"> • Translating the report to English 	3
Total number of days		32

7. Baseline Report Structure

List of tables

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Acknowledgment

Abbreviations

Executive Summary

1. Introduction

- Background
- Project Objectives, Outcomes, Outputs (and Activities)
- Objectives and Scope of the Baseline

2. Methodology and Limitations

- Baseline Design
- Sampling Method
- Data Collection
- Data Analysis
- Ethical Considerations
- Limitations and Mitigations

3. Findings

- Results/Status of Project Outcomes and Outputs.
- Constraints and challenges faced by target participants, and their current state of needs.
- Cross-cutting Issues (child protection, gender, disability and social inclusion).

4. Conclusion and Recommendations

5. References

Annexes

8. Management and Reporting Arrangement

The consultant will report to Monitoring, Evaluation and Learning Manager and Head of Program. The consultant will work closely with Monitoring, Evaluation and Learning team, Education Specialist, and project teams in Cao Bang, Bac Kan and Hoa Binh province.

9. Confidentiality

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

10. 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.

11. Counter-Terrorism and Anti-Money Laundering

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.

12. Selection Criteria for Consultant

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

Team leader:

- Relevant qualifications associated with social work, education, information and technology.
- 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 and Vietnamese.
- Excellent analytical and report-writing skills.
- Child-friendly communication and research experience are preferred.
- Experience and skill in working with ethnic minority people.

Team member:

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

13. How to apply

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

- Technical review methodology;
- Chart allocation of days (note details above under 'Timeframe');
- Proposed total budget including daily rate (in Vietnamese and includes PIT) for consultant and 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://childfund.org.vn/work-with-us/>

No later than 5.00 pm **on 25th February 2024.**