

Terms of Reference

End-of-project evaluation for VN04-036 & VN04-038

Ready for Primary School

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 former 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 suitable activities, life skills learning, and supporting their participation in local decision-making processes.

2. Background

The period from home to preschool and preschool to primary school is a very important phase of a child’s development and success in formal schooling. This is often referred to as a transition, as children go from the home and informal education environment to formal education. It is vital that children are supported and nurtured through this stage by their home environment and school environment so that they are able to adjust and become resilient to the change. If they are adequately supported, they will be more likely to succeed in school, reach their learning outcomes, and develop to their potential. The Vietnamese ‘Preparation for Kids to Enrol Grade 1’ or “Increasing School Readiness for 5-year-old Children” promoted by the MOET is to ensure that most children in all regions are well prepared physically, intellectually, emotionally, aesthetically, and Vietnamese, making 5-year-olds ready to enter grade 1. However, ethnic minority children, especially in remote and particularly difficult areas, find it more difficult during the transition period, is that before going to school, ethnic minority children can speak very little Vietnamese. This project focuses on supporting children during this transition period by equipping teachers, school leaders and parents/caregivers with the skills and knowledge to help their children be prepared and supported to succeed in school.

ChildFund Vietnam and government partners have been implementing the project “Ready for Primary School”, under 02 the project codes: VN04-036 (08/2021 - 12/2024) and VN04-038 (8/2022 - 12/2025). The project aims to prepare and support preschool and primary school children, in particular those with disabilities and ethnic minorities, to succeed in school. The impact of the project extends to approximately 6,000 students and their teachers and families. Most of these participants belong to ethnic minority groups of which the Muong ethnic group accounts for 83%,

Dao and Tay ethnic groups account for 6% and the Kinh ethnicity accounts for 11%. These also include children with disabilities.

Project locations: The project has been being implemented across 04 communes in Kim Boi district (Đú Sảng, Hợp Tiến, Nuông Dăm, Cuối Hạ) and 06 communes in Tân Lạc district (Ngọc Mỹ, Phú Cường, Phú Vinh, Suối Hoa, Quyết Chiến, Ngổ Luông). They used to be in Hoa Binh province, now as Phu Tho province after the national merge.

Project goal: Preschool and primary school children, in particular those with disabilities and ethnic minorities, are prepared and supported to succeed in school.

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

TT	Outcomes	Outcome indicators	Target
1.	Outcome 1. Preschool and primary school teachers (M/W, w and w/o disabilities) have improved knowledge and skills to facilitate the transition period with a focus on language barriers.	O1.1. % of preschool, Grade 1 and Grade 2 teachers who are observed to be creating rich language environments and good school transition practices. O1.2. # and % of Grade 3-5 trained teachers who adopt a variety of strategies to assess student writing skills. O1.3. % of grade 5 students who meet or exceed satisfactory writing outcomes. O1.4. % of grade 1 and grade 2 children who report a smooth and supported transition from preschool to primary school.	70% 80% 80% 75%
2.	Outcome 2. Government officials and school managers (M/W, w and w/o disabilities) develop the capacity to supervise and manage a quality, inclusive learning environment and transition period for boys and girls.	O2.1. % of school development plans that address inclusion (including gender, disability and ethnic minorities). O2.2. # of school development plans that are implemented and managed well	100% 10
3.	Outcome 3. Parents/caregivers support children's well-being, participation and transition to school.	O3.1. # and % of parents/caregivers who have applied new skills and knowledge at home. O3.2. % of children who report a supportive environment at home. O3.3. # and % of parents/caregivers of CWD that identify a number of strategies and actions to care for their CWD.	80% 80% 70%

3. Purpose

The purpose of this evaluation is to measure the extent to which the project goal and outcomes have been achieved and provide recommendations for how technical approaches and project implementation could be improved for new education project design in the future. The results of evaluation and reports may also be shared back with project stakeholders and government in the interests of learning and accountability.

The evaluation should consider below criteria:

- **Project management:** This evaluation will identify areas of improvement in all aspects of project management, including the structure and roles of ChildFund.
- **Relevance:** is the intervention doing the right things?
- **Effectiveness:** is the intervention achieving its objectives?
- **Efficiency:** how well are resources being used?
- **Impact:** what difference does the intervention make?
- **Sustainability:** will the benefits last?

4. Scope of Evaluation

- The consultants' work will include field trips in former Hoa Binh province (Phu Tho province now) and participate in meeting with representatives from Phu Tho Department of Education and Training
- It is expected that the selected consultant team will follow the deliverables and time frame as mentioned in item **#6. Timeline and Deliverables**

5. Methodology

The consultant team is expected to apply qualitative and quantitative methods for the evaluation.

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, project progress reports, and the Decision 1008/QĐ-TTg of Prime Minister on "Strengthening Vietnamese language for preschool children and primary students in ethnic minority areas period 2016-2020 and direction to 2025", issued June 02, 2016. etc...
- Design an inception report including a plan, methodology, and tools, and prepare a schedule for the survey by consulting with Program Manager, Monitoring, Evaluation, and Learning Officer (MELO), Technical Specialist, Senior Project Coordination Officer and relevant staff of ChildFund Vietnam.
- Design and lead data collection (both quantitative and qualitative) in the project field and document Focus Group Discussions (FGDs) and key Informant Interviews (KIIs), with the different stakeholder groups as stated in the project proposal.
- Train local enumerators on quantitative data collection using the Kobo toolbox, or any appropriate data collection platform as suggested.
- All quantitative and qualitative data collected 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, data, and relevant documents, along with findings and recommendations.
- Present findings to the ChildFund Vietnam team for discussion and feedback.
- Produce 01 evaluation reports in both Vietnamese and English for project location, i.e. former Kim Boi and Tan Lac district, which will serve as endorsement of the work conducted by ChildFund Vietnam.
- (Desirable) High-resolution JPG photos with relevant consensus will also be included and shared with ChildFund as part of the final report.
- (Desirable) At least 02 case studies highlighting examples of key changes (including quotes and quality photos of the subject/s).

6. TIMELINE AND DELIVERABLES

Time	Outputs and Activities	Deliverables
Week 4 of October	<ul style="list-style-type: none"> • Reviewing documents. 	
Week 1 of November	<ul style="list-style-type: none"> • Development of survey tools (questionnaires, interview guides, survey methodology data analysis methods, etc.), and field trip plan. 	
Week 2 & 3 of November	<ul style="list-style-type: none"> • Finalising the survey tools, designing questionnaires on the Kobo toolbox (or any appropriate data collection platform as suggested), and training local enumerators. 	Survey tools available in both offline and online format, ready to use.
Week 4 of November	<ul style="list-style-type: none"> • Field trips in Hoa Binh (Phu Tho now), including meetings with Phu Tho DOET 	Field trips and meetings conducted. Project's field information collected. Relevant photos taken.
Week 1 of December	<ul style="list-style-type: none"> • Validating and analysing data. 	Data cleaned and validated for analysis.
Week 2 & 3 of December	<ul style="list-style-type: none"> • Preparing draft reports in Vietnamese and discussing it with ChildFund staff. 	01 draft reports for project location produced and commented. (Desirable) 02 draft case studies produced and commented.
Week 4 of December	<ul style="list-style-type: none"> • Finalising reports in Vietnamese and translating into English. 	01 complete end-of-project reports in Vietnamese and English. All raw data package.

Time	Outputs and Activities	Deliverables
		<p>(Desirable) 02 case studies to showcase project impact.</p> <p>(Desirable) Consented photos package.</p>

End of Project Evaluation Report Structure

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Acknowledgment

Abbreviations

Executive Summary

1. Introduction

- Background
- Project Objectives, Outcomes, Outputs (and Activities)
- Objectives and Scope of the **End of Project Evaluation**

2. Methodology and Limitations

- **End of Project Evaluation** 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

- TOR
- Field trip plan
- Evaluation tools
- Raw data
- Others

7. Management and Reporting Arrangement

The consulting work is done under the general management of Program Manager. The consultant will work closely with MEL Officer, Education Specialist, and Senior project coordination officer in Hoa Binh province.

8. Confidentiality

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

9. 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.

10. 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 the financial relationship.

11. 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 science, social work or education.
- Knowledge and experience of Vietnam's current child protection and education situations.
- 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 science, social work or education.
- Knowledge and experience of Vietnam's current child protection and education situations.
- Proven experience in working with communities, especially ethnic minority people.
- Excellent spoken and written communication skills in Vietnamese.

12. How to apply

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

- Technical proposal for the end-line evaluation;
- Chart allocation of days (note details above under 'Timeframe');
- Proposed total budget including daily rate (in Vietnamese and includes PIT) for consultants. The per-diem, travel and accommodation costs are not included in the proposed budget. It will be paid according to the current policy of ChildFund Vietnam.

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 30th September 2025 .