

TERMS OF REFERENCE
END-OF-PROJECT EVALUATION FOR VN03-043
An Effective Child Protection System

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 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 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 wellbeing 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

In addition, the “**An Effective Child Protection System**” project is running September 2022 to December 2025, covering 32 communes across five districts of Quang Hoa, Thach An, Ngan Son, Na Ri and Tan Lac of these 3 provinces Cao Bang, Bac Kan and Hoa Binh, now known as Cao Bang, Thai Nguyen and Phu Tho after restructure. This project targets approximately 102,535 people including 26,372 children (12,342 are girls) and 29,099 parents (14,520 are mothers) with more than 95% are ethnic minorities of Muong, Tay, Nung, Dao, H’Mong, etc. The project beneficiaries also include teachers and school staff, and commune health officers.

The Project goal: Strengthen the formal child protection system and community-based mechanism with a focus on the most vulnerable boys and girls.

Project expected outcomes and indicators:

Outcomes	Indicators	Target
Outcome 1: Formal child protection system in Kim Boi district is strengthened through the improvement of provincial level support.	Indicator 1.1. % of critical cases are referred to and supported by the provincial level social work centre.	70%
	Indicator 1.2. % cases managed according to Decree #56/2017 requirements.	60%

Outcomes	Indicators	Target
Outcome 2: School-based Child Protection mechanism functions well with the engagement of parents/caregivers and related stakeholders	Indicator 2.1. % School CP Focal Points report to commune CP worker and respond in a timely and confidential manner on child protection issues.	80%
	Indicator 2.2. % of Parents/Caregivers know who the School Focal Points is and feel confident to seek information or services	70%
	Indicator 2.3: 70% of health center workers in all 5 districts know how to receive information and handle cases of child abuse	70%
Outcome 3: Girls and boys have increased knowledge and skills of self-protection and know how to seek help.	Indicator 3.1. % of girls and boys aged from 6-15 years old identify risks and can explain how to report.	70%
	Indicator 3.2. % of children with special circumstances/at risk of being in special circumstances can identify risks and can explain how to report.	70%
	Indicator 3.3. % children are confident to perform self-protective acts	60%

3. Purpose

The purpose of this endline evaluation is to assess the extent to which the project has achieved its intended objectives, using the OECD-DAC evaluation criteria of effectiveness, efficiency, relevance, impact, and sustainability. The evaluation will also examine cross-cutting issues, including inclusion of vulnerable groups, gender sensitivity, and safe programming for children.

The following table is key evaluation questions:

Criteria	Key evaluation questions
Project management	This evaluation will identify areas of improvement in all aspects of project management of partners.
Effectiveness	<ul style="list-style-type: none"> Did the project achieve its intended outcomes? Are there any differences in outcomes achieved by different groups? Were there any unintended outcomes? Roles and responsibility of the Social workers
Efficiency	<ul style="list-style-type: none"> Were project activities delivered on time and within budget? Were resources used efficiently to achieve the intended results?
Impact	<ul style="list-style-type: none"> To what extent has the project contributed to broader development or child protection goals? What changes (positive or negative) have occurred for the target group as a result of the project?

Relevance	<ul style="list-style-type: none"> Does the project respond to clearly identified needs and priorities of the project participants? Was the intervention appropriately adapted to the local context and target population?
Sustainability	<ul style="list-style-type: none"> Are the positive effects or impacts sustainable? How is the sustainability or permanence of the intervention and its effects to be assessed? To what extent is the model adaptable and resilient to changes within the formal child protection system and broader socio-political context?
Cross – cutting issues	<ul style="list-style-type: none"> Inclusion: How did the program/project consider inclusion of vulnerable groups in the design and its implementation of activities? Gender sensitivity: How has the program/project considered gender sensitivity both in the design and its implementation of activities? Safe programming: How has child safety been integrated into the program/project design and implementation of activities? What aspects of the program/project make children feel safe?

4. Scope of study and methodology

Scope of the evaluation

The project "An Effective Child Protection System (VN03-043)" has been implemented from September 2022 to December 2025 in 32 communes in Hoa Binh, Cao Bang and Bac Kan project. 12 communes in Nari (Backan) and Quang Hoa (Caobang) have been joining the data collection activity when phased out since Jun 2025. The scope of this endline evaluation covers the entire duration of the project implementation at 2 communes in Thai Nguyen, 2 communes in Phu Tho, and 2 communes in Cao Bang (detail list attached) after the provincial restructure in Jun 2025.

The evaluation will assess the project's relevance, effectiveness, efficiency, impact, and sustainability, as well as how cross-cutting issues such as inclusion, gender equality, and child safety were integrated into project design and implementation.

The evaluation will consider the perspectives of key stakeholders including project participants (especially children and parents/ caregivers), implementing partners, community leaders, ChildFund especially social workers at district level and relevant government counterparts. Both intended and unintended results will be examined, with attention to outcomes for different groups, particularly the most vulnerable.

The study will also explore contextual factors that may have influenced project implementation and results, the sustainability and resilience of the model in the context of Vietnam's systems change and will identify key lessons and recommendations to inform future programming and strategic decision-making.

Methodology

This endline evaluation will use a mixed-methods approach, combining both quantitative and qualitative methods to assess project performance across all evaluation criteria.

- Quantitative data will be collected using structured tools aligned with the project's outcome indicators. The sampling size, sampling method, and data collection tools will mirror those used at baseline to ensure comparability between baseline and endline results.
- Qualitative methods such as key informant interviews and focus group discussions will explore stakeholder perspectives on relevance, effectiveness, efficiency, impact, sustainability, and cross-cutting issues. Participants will include children, caregivers, school staff, local authorities, and project staff. The tools will be developed based on the Child protection MEL toolkit¹ including CP services Self – assessment, CPCBM Self – assessment and My Service journey tools
- A desk review will be conducted, including project documents (e.g. baseline report, progress reports, monitoring data), collected data and relevant national and local policies or regulations related to child protection.

All data collection will follow ethical standards, ensuring informed consent, confidentiality, and adherence to child safeguarding principles.

5. Indicative timetable

It is expected that the evaluation will be carried out from October – November 2025, with the details as below:

Time	Outputs and Activities	Deliverables
Week 3 of October	Reviewing project documents and current monitoring database.	
Week 3-4 of October	Development of survey tools (questionnaires, interview guides, survey methodology data analysis methods, etc.), Most Significant Change is preferable, and field trip plan.	
Week 4 October	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 1 of November	Field trips in Hoa Binh (Phu Tho now), Cao Bang, and Backan (Thai Nguyen now), including meetings with Phu Tho DOH, Cao Bang DOH, and Thai Nguyen DOH	Field trips and meetings conducted. Project's field information collected. Relevant photos taken.
Week 2-3 of November	Validating and analysing data, combined with current monitoring databased	Data cleaned and validated for analysis.

¹ [Child Protection MEL Toolkit](#)

Week 3 of November	<p>Preparing draft reports in Vietnamese and discussing it with ChildFund team.</p> <p>Present findings to the ChildFund Vietnam team for feedbacks and comments</p>	<p>01 draft reports for project location produced and commented.</p> <p>(Desirable) 02 draft case studies produced and commented to showcase project impact.</p> <p>Presentation PPT</p>
Week 4 of November	<p>Finalising reports in Vietnamese and translating into English.</p>	<p>01 complete end-of-project reports in Vietnamese and English.</p> <p>All raw data package including consented photos/videos.</p>

End of Project Evaluation 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 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**, integrated any further discussions and relation to other studies.
 - 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**
5. **Lesson learnt**
6. **Recommendations**
7. **References**

Annexes

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

6. Management and Reporting Arrangement

The consulting work is done under the general management of Program Manager. The consultant will work closely with MEL Officer, Child Protection and Engagement Specialist, and Senior project coordination officers.

7. Confidentiality

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

8. 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.

9. Counter-Terrorism and Anti-Money Laundering

ChildFund Australia acknowledges its obligation under the Australian laws relating to counterterrorism. 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.

10. Selection Criteria for Consultant

To carry out the assignment, the consultant team (or consultant) 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 system and referral services 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.

11. 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 20th Oct 2025 .

Danh sách xã

STT	Xã cũ	Xã mới	Ghi chú
Phú Thọ			
1	Ngọc Mỹ	Tân Lạc	
2	Phú Cường	Mường Bi	
3	Phú Vinh	Mường Hoa	
4	Suối Hoa		
Thái nguyên			
1	Cốc Đán	Xã Ngân Sơn	
2	Trung Hòa	Xã Nà Phặc	
3	Hiệp Lực	Hiệp Lực	
4	Thuần Mang		
5	Thượng Quan	Thượng Quan	
6	Thương Ân	Bằng Vân	
Cao Bằng			
1	Kim Đồng	Kim Đồng	
2	Thái Cường		
3	Lê Lai	Thạch An	
4	Trọng Con	Đông Khê	
5	Quang Trọng	Minh Khai	
6	Đức Thông	Canh Tân	
7	THụy Hùng	Đức Long	