**TERM OF REFERENCE**

**Consultancy** **for Assessment of the Prevalence of School-Related Gender Based Violence in Hanoi**

**August 2013**

1. **Introduction**

Plan is an international humanitarian, child-centred community development organization without religious, political or government affiliation. Plan Vietnam, in cooperation with the local authorities, is currently implementing projects in 15 provinces and cities in the northern and central regions of the country. Plan Vietnam has a new Country Strategic Plan (CSP3) for 2011-2016, which outlines the situation of children, and Plan’s response to these issues in the areas of health, education, livelihoods, child protection, water and environmental sanitation.

Gender based violence (GBV) is a concern common to many countries and organizations worldwide. There is increasing evidence that the gendered nature of violence perpetrated and experienced by children has far-reaching consequences on social and psychological health and well-being. Early experiences of violence, both as direct victims and as witnesses, are linked with later aggression, intimate partner violence, as well as depression, anxiety and other health problems in adulthood. In patriarchal societies like Vietnam, the prevalence of GBV, including in the school setting, is high. However, adolescent youth present an opportunity for change, as the evidence suggests it is easier to affect more gender-equitable attitudes and teach alternatives to violence while youth are undergoing adolescent socialisation. As a result, Plan International Vietnam and its partners propose to pilot the evidence-based Gender Responsive Schools (GRS) model in 20 secondary and high schools in five districts of Hanoi over three years. The pilot will be thoroughly documented and evaluated to promote its potential expansion across Hanoi’s 758 schools–reaching 529,116 adolescents.

Uncommon in the field of GBV, the project will employ robust M&E and knowledge management components, building a strong evidence-base for decision-making and project design. Rigorous M&E will identify the highest performing and most cost effective solutions to combat SRGBV and promote continuous improvement based on reliable data. Data collected will be well-organized and easily accessible to all key stakeholders, facilitating efforts to conduct evidenced-based advocacy, as well as advise partners are of the project’s performance. Thus, Plan International Vietnam would like to recruit a consultant team for conducting a baseline assessment of SRGBV in Hanoi to generate evidence for program intervention and measurement. The baseline assessment will be part of regional assessment on SRGBV which technically lead by ICRW and will be locally adapted to meet with the particular need of Plan Vietnam.

1. **Objective of consultancy**

To localize the research tools and collecting qualitative, quantitative information on the magnitude and nature of SRGBV; programmatic response to its and to develop full local baseline report.

1. **Key questions of the assessment:**
2. The experiences of violence within and related to school settings, including the incidence, forms, frequency and perceived consequences of SRGBV, the sites and contexts, the help seeking behaviors of girls and boys, including facilitative and constraining factors;
3. The awareness and perceptions of school authorities regarding SRGBV and their capacity to discuss and respond to SRGBV, the perceived challenges and opportunities;
4. The perceptions and response of key adults in the lives of children, i.e. duty bearers such as parents and teachers;
5. The existence and efficacy of forums, services and mechanisms that encourage reporting of SRGBV by both children and parents, teachers; their capacity and participation in addressing the issue and
6. The policy and legislative response on the issue. The study will also look at ideas about how to tackle challenges in school environments non-violently;
7. **Assessment sample size**

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| --- | --- | --- | --- | --- |
| **S. No.** | **Data collection methods** | **Sample size per lower secondary school** | **Sample size per high school** | **Total sample size** |
|  | Questionnaire with students | 120/school x 15 schools | 80/school x 15 schools | 4000 |
|  | FGD and social mapping with students  | 2/school (1 with boys and 1 with girls) x 5 school | 2/school (1 with boys and 1 with girls) x 5 schools | 20 |
|  | FGD with teachers (10 key teachers/group) | 1/school x 5 schools | 1/school x 5 schools | 10 |
|  | FGDs with parents | 5 | 5 | 10 |
|  | KII with Headmasters | 8 | 8 | 16 |
|  | KII with Hanoi DOET and 5 district DOET |  |  | 5-7 |
|  | KIIs with UN, NGOs;  |  |  | 3-5 |
|  | KIIs with Hanoi DOLISA; MOET; Youth Union |  |  | 3-5 |

**Sampling**

The qualitative information will be gathered from select sites, as described below:

* + ***Quantitative survey*** – In consultation with Hanoi Dept of Education, Plan Vietnam and Local consultant team will identify five districts for school selection. It will be include the urban and peri-urban districts; represent the economic situation (developed and under developed area). We propose a sample of 4000 students, 2000 boys and 2000 girls from 30 schools (15 lower secondary schools and 15 high schools). This will be sufficient to measure 10 percentage point change in key indicators, assuming the current estimate (of proportion) as 35%, at 80% power, 5% level of significance and 1.5 design effect, separately for boys and girls.

All schools in the selected geographical areas will form the sampling frame for the selection of schools. Using systematic random sampling (SRS), first 20 schools will be selected as the intervention arm. Then after removing these schools, 10 schools will be select using same method for control arm. In each lower secondary school, one class of grades VI, VII and VIII (ages 11 to 14 years); in each high school one class of grade X and XI (age 16 to 17 years) will be selected randomly, in order to achieve a sample size of around 60 boys and 60 girls per lower secondary school and 40 girls; 40 boys per high schools, thereby getting a total sample of 4000 students in Hanoi

* + ***Qualitative data collection*** – All qualitative data except KIIs with stakeholders will be conducted in and around 30 selected schools. Headmasters of half of these schools will be interviewed. However, for social mapping and FGDs, 10 schools (5 high schools and 5 lower secondary schools) will be selected purposively in consultation with the Hanoi DOET. In each level; 5 schools FGD/social mapping will be conducted with boys, while in the remaining 5, the same will be conducted with girls. This will not only provide data from 10schools, but also ensure that students are comfortable in expressing their views and perceptions. Further, in the neighbouring community(ies) of each of the schools, FGDs will be conducted with parents and teachers.

For the stakeholder interviews, UNs, NGOs will be identified with programs/initiatives on the issues of child abuse/violence in schools. The desk review will be helpful in this.

It is suggested that the Plan Hanoi will work with Hanoi DOET to provide information the list of schools located in selected geographical areas; and the list of stakeholders – UNs, INGOs, other government stakeholders to enable the sampling. ICRW, Plan Vietnam, local consultant will discuss and finalize the sampling.

1. **Duration of consultancy:**  From 20th August to 20th Dec 2013
2. **Consultant tasks and expected deliverables**

*(Consultant team will be propose the number of working days, number of team members to complete the following tasks)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tasks | Due date | **Expected deliverable** | Team leader(proposed by the consultant) | Team member(proposed by the consultant |
| Letter of application with research framework proposal (methodology; budget) | 20th Aug | Research proposal for consultant selection |  |  |
| A full proposal including work plan, quality assurance mechanism that consultant team would put in place during data collection and entry, ethical considerations and detail budget proposal for contract signing  | 30th Aug | Full research proposal, workplan and budget for contract signed |  |  |
| A review of literature: Collation of documents on programs and policies addressing SRGBV; Mapping of organizations and programs working on SRGBV in Vietnam | 15th Sept | A report on reviewed literature  |  |  |
| Adapt data collection tools which developed by International consultants: a, questionnaire for school students; b, guidelines for IDIs and FGDs with other target groups (teachers, parents, school management board, and other duty bearers). The adaptation work include reviewing the English version, put translation in Vietnamese, localize language, revising contents before the pre-test | 15th Sept | A set of Vietnamese research tools: questionnaires for students, guidelines for IDIs and FGDs with all other target groups available for pre-test  |  |  |
| Carry out pre-test and finalize the research tools  | 15th Sept | Final research tools available for training and data collection |  |  |
| Participate in training of data collection team. Facilitate training session on research tools.  | 11th to 15th Sept | All team ready for field work |  |  |
| Collect quantitative and qualitative data in 30 schools in Hanoi* Interview 16 head masters in 16 schools
* FGD with 10 group of parents in 10 schools
* FGD with 20 group of students in10 schools
* Collect 1800 questionnaires with students in 15 lower secondary schools (3 classes x 40 per class)
* Collect 1200 questionnaires with students in 5 high schools (2 classes x 40 per class)
 | 17th Sep to 30th Sept | 4000 questionnaires, 16 KIIs transcript; 30 group discussion minutes available |  |  |
| Conduct the KII with Hanoi DOET and 5 district DOET, UN, NGOs; Hanoi DOLISA; MOET; Youth Union ( 11 to 17 people) | 30th Sept | 11 to 17 KIIs transcript available |  |  |
| Data entry and process: data collection agency enters the quantitative data and send in SPSS format to Plan. For qualitative data, all audio record files, transcripts and field notes of FGDs and IDIs in English and Vietnamese should be submitted by the end of the contract.  | 20th Oct  | all audio records, transcripts of FGDs and IDIs in Vietnamese and English, quantitative database in SPSS format submitted to Plan |  |  |
| Analysis and report writing: Carry out data analysis and develop the first full baseline report in English and Vietnamese | 15th Nov | First draft report in Vietnamese and English available |  |  |
| Present the draft report in validation workshop | 20th Nov | Inputs for revision of report collected |  |  |
| Revised the report and deliver the final version  | 30th Nov | Final report in English and Vietnamese |  |  |
| Develop a summary report in English and Vietnamese from full report for printing “Facts and Figures on SRGBV in Hanoi” | 5th Dec | An executive summary report 4 pages in English and Vietnamese “Facts and Figures on SRGBV in Hanoi” |  |  |
| Present final report in sharing workshop | 20th Dec | PowerPoint presentation |  |  |
| **Total estimated working days** |  |  |  |  |

1. **Requirement for the consultant:**

The team structure for this consultancy would be as follow;

A senior researcher as Lead consultant (local person)

A team of research assistants and data collectors

The team of external researchers lead by senior researcher will coordinate with project team lead by Plan’s MER manager.

Senior researcher required qualification:

A degree in the social sciences, focused on gender issues; or substantial relevant research experience. (PhD preferred)

Strong research skills, using both qualitative and quantative methods.

Strong writing skills in English, including narrative reports

Strong communication skills.

Strong interpersonal and cross-cultural skills.

Evidence of good mentoring, training and supervision skills.

* Knowledge of Vietnam educational contexts
* Knowledge of Child Rights and Women Rights
* Experience in similar research/study on Gender Based Violence would be an advance

**8. BUDGET ESTIMATION:**

The consultant team is requested to propose the budget which indicates the estimated person working days to deliver all the required tasks and other logistic requirement for filed assessment. The total working days and consultancy fees will be negotiated and applied following according to Plan VN regulation.

**Plan Vietnam contact persons:**

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**Prepared by Reviewed by Approved by**