



TERMS OF REFERENCES FOR CONSULTANT BASELINE STUDY

Project title: “Improving voice through effective network” (IVEN)

Location: Nghe An, Cao Bang, Hanoi

Duration: 26 days

Key partners: CCIHP & CECEN

In adopting CARE International’s program approach, CARE Vietnam has shifted the focus of our work from changes at the sectoral or geographical levels, to that of impacts for particularly marginalized and vulnerable groups of people – our program Impact Groups. CARE recognizes that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty which contribute to exclusion and vulnerability of particular groups in society. Our Programs aim to achieve lasting impact at a broad scale with these specific groups through addressing underlying causes of poverty, including vulnerability to disasters, gender inequality and social injustice through a set of coherent interventions. One focuses on significant and lasting change for Remote Ethnic Minority Women (REMW) - who are land poor, socially isolated and have weak resilience to hazards and shock; and the other focuses on Socially Marginalized (SMP) in urban settings who experience denial of realisation of multiple rights, live and work in unsafe environments, especially women – including female sex worker (FSW), female migrants, LGBT, PLHIV, PWID.

I. Project Background

Poverty of ethnic minority people in Vietnam is not only limited to food security and economics, but also access to, amongst others, health care, education, hygienic water, infrastructure, and fragmentation of social and cultural life. The Government of Vietnam implements national programs to address inequities and support the well-being and development of ethnic minority communities. However impacts to date have been minor. Programs lack the grassroots participation of ethnic minority people in decision-making, and monitoring of government implementation is limited. The prospective champions for change at the local level are the district and provincial people’s councils and civil society networks.

The Project “Improving voice through effective network” (IVEN) is implemented in 2 districts of Bao Lac (Cao Bang) and Que Phong (Nghe An) which are amongst 62 poorest districts of Vietnam from March 2013 to February 2016 with the following objectives:

Project Overall Objective: To contribute to a representative and capable civil society that influences policy and practice for the benefit of poor, remote ethnic minorities in Vietnam.

Project Specific Objective: Strengthened institutional capacity of civil society networks to ensure poverty reduction and health equity for ethnic minorities through strategic policy dialogue.

This project intends to strengthen civil society networks in order to effectively represent the voice of marginalised EM and advocate for their right to (i) quality EM development, poverty reduction and related support programs and (ii) equitable access to basic services, in this case health care. The strengthened, more unified and more capable civil society networks will link the local-level situation of EM with the policy and planning processes at district, provincial and national levels as required for lasting change. In IVEN, CARE works in partnership with Center for Creative Initiatives in Health and Population (CCIHP) and Cao Bang Community Development Centre (CECEN). IVEN has the following expected results:

Expected Result 1: Two (2) networks of CSOs have improved institutional capacity to represent ethnic minorities in poverty and health issues

Expected Result 2: Two (2) networks of CSOs implement strategic advocacy plans and engage in policy dialogue with government stakeholders in target sectors

Expected Result 3: Research and documentation of good practice in target sectors is used as evidence for policy advocacy

Expected Result 4: Two (2) small-scale demonstration models for improving local governance and participation of ethnic minorities in decision making are implemented and documented

The project is seeking to recruit an individual or agency or a team of 2 individuals (herein called Consultant) to conduct a baseline study. The Consultant is expected to provide specific feedbacks and recommendations for the project implementation as identified in following sections.

II. Scope of the Service

II.1. Objective of Study

The baseline study aims at following specific objectives:

- To establish baseline information that serves for before-and-after comparison with final and/or mid-term evaluations;
- To inform setting up indicator targets;

- To inform designing and planning project's activities;
- To provide recommendations on adjusting log-frame indicators if necessary; and
- To provide relevant information and recommendations on specific issues as requested by project (e.g. a project want evaluate its management performance, or apply a new approach of partnership and want to assess how good the model is.)

II.2. Scope of Consultant's Work

1. Review the project log-frame and other relevant documents to get overall picture of the project design.
2. Design the practical protocol for the baseline survey that includes appropriate methodology, sampling, instruments and procedure of data collection and analysis.
3. Prepare data collection tools/instruments. The data collection tools/instruments must take all the indicators of the project log-frame into account, be shared and agreed by CARE in Vietnam.
4. Prepare plan for field work and the whole process that can be carried in harmony with partners, especially with community.
5. Conduct the data collection in identified project areas.
6. Entry, clean and analyze the collected data with appropriate licensed software.
7. Prepare primarily findings with informative recommendations for log-frame indicators and project implementation and present in a meeting among CARE in Vietnam and its partners. The presentation is in Vietnamese.
8. Finalize the reports in both Vietnamese and English after receiving and responding to all the feedbacks from CARE in Vietnam and project partners. The report should include a table presenting baseline information against each indicator,

II.3. Expected Outputs

1. Baseline study protocol
2. Developed data collection tools
3. Set of the raw data collected
4. Baseline study report in both Vietnamese and English

III. Selection criteria/qualifications

Required qualifications for the consultancy includes:

- Experienced research skills, both quantitative and qualitative are required.
- At least 5 years experience in monitoring and evaluation
- Having experiences in community health and/or SEDP/community planning in rural ethnic minority areas is an asset
- Familiarity with local governance issues in Vietnam
- Good facilitation skills
- Very good written and verbal communication skills and quality report writing skills in both Vietnamese and English

IV. Preparation and Logistical Support

All documents will be sent to the CARE's project team one week before field works for review and agreement on the methodology and report to ensure its quality in consistence with CARE's expectation.

The project team will facilitate the team's work through the provision of all required logistical support such as accommodation, transportation to/from/within project areas as well as arrangement of meetings and field visits for the data collection.

V. Work plan

It is expected that the consultancy will follow the below timeline:

<u>Number of days</u>	<u>Action</u>
<u>2</u>	Carry out desk review and analysis of available project data and documents.
<u>5</u>	Design protocol, data collection tools, and checklists
<u>10</u>	Conduct field survey/interviews in the project site
<u>5</u>	Process the collected data and prepare the draft report to get comments from the CARE team and its stakeholders
<u>4</u>	Integrate all the comments and finalize the report in both English and Vietnamese languages
<u>Total: 26</u>	

VI. Application

Interested candidates should send (1) CV(s) in English stating the position title, (2) a proposal including description of how the baseline survey will be implemented, work plan and expected budget, and (3) sample baseline report to:

Le Xuan Hieu, Portfolio Manager

CARE in Vietnam

92 To Ngoc Van street

Tay Ho district, Hanoi, Vietnam

E-mail:

Closing date to apply for this position is _____ 2014

Only short-listed applicants will be contacted for interviews. Please do not make telephone contact after submitting the application.

Child Protection

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.