

## Terms of reference

### Baseline Survey on the project

#### Promoting Early Childhood Care and Development for Disadvantaged Ethnic Minority Children in Lai Chau province, Vietnam

##### I. Overview:

##### 1. About the project:

Plan International is an international humanitarian, child centered community development organization, without religious, political or governmental affiliation. Plan International Vietnam, in cooperation with the local authorities, is currently implementing in 15 provinces and cities in the northern and central regions of the country. Plan

Plan International in Vietnam has developed new Country Strategic Plan (CSP4) for 2017-2021, 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...

With the support from KOICA and Plan International Korea, Plan International Vietnam have initiated a project titled "**Promoting early childhood care and development for disadvantaged ethnic minority children in Lai Chau province**" (hereafter called the project), which is going to implement from February 2017 to December 2019 in 4 communes of Phong tho district, Laichau province where disadvantaged children are living, continues to sustain and further expand these results but with more efforts to link with child early learning at school and at home to ensure the smooth transition of children from home/preschool to primary education

The project is developed on the basis of the issues facing ethnic minority children as the follows:

1. Language of instruction in school is non-native language of Ethnic minority children in Laichau province.
2. Early learning and education curricula are not adapted for EM children's cultural context and learning needs.
3. Poor teaching methodology and teachers' capacity.
4. Limited parents' involvement in children's education.
5. Poor coordination and integration among related Government agencies in supporting holistic ECCD

The project design:

**Objective:** The project aims to Ethnic Minority children aged 0-8 in Phong Tho District of Lai Chau Province increasingly enjoy their right to development and quality education, and to be better prepared for success in life

##### Outcomes:

- Outcome 1: Increased ethnic minority children's access to quality, inclusive, and culturally relevant formal/non-formal learning opportunities for early childhood education
- Outcome 2: Strengthened capacity of school and communities in improving quality of teaching and learning

Plan Vietnam is seeking consultant(s) for baseline survey for the project. The survey results will be used for intervention ensuring all activities are on the right tract of the project objectives. The baseline is also expected to be a foundation for the experimental studies designed later on for the final evaluation at the end of the project cycle.

## 2. The baseline evaluation:

### 2.1. Objective of the baseline survey

To quantify and measure the magnitude of indicators those are selected for each of the project outcome at the beginning of the implementation as the basis for the measurement of changes caused by interventions of the program. The list of indicators and some of the proposed definitions are included in Annex 1.

### 2.2. Methodology

The consultant team is expected to select their most relevant methodology and tools as long as being valid and reliable, and present them to Plan Vietnam before conducting the survey. It is highly recommended that the most vulnerable groups are participating in the process of measuring the qualitative indicators in the field.

### 2.3. Scope of work of the consultancy :

**2.3.1. Tasks of the consultant/s:** The hired consultant(s) in close collaboration with Plan staff and Laichau partners will be responsible for completing all tasks relating to the baseline as follows:

- Undertake a desk review of relevant material provided by Plan Vietnam following the agreed methodology and workplan
- Develop a detailed evaluation methodology and workplan, in consultation with the Education and MER teams of Plan Vietnam, for conduct of the baseline survey
- Conduct fieldwork for baseline at project locations in Phong tho district, Laichau province
- Collate and analyse data and other information collected through the baseline survey
- Prepare a draft Baseline evaluation Review report, including recommendations. The consultant/s will work closely with Plan team (including Education team at CO, Laichau team and MER staff) to discuss and agree on report contents after processing the collected data for developing an evaluation report using appropriate data processing applications. The required structure and format of the baseline Report will be based Plan's requirement (annex #2).
- Present findings of baseline report at consultation workshop with Plan staff and its key partners and getting feedbacks/comments for the baseline report finalisation.
- Finalize and submit final baseline report in English and Vietnamese

**2.3.2. Time frame:** The baseline evaluation will be conducted during the period from March to June of 2017. The final report should be completed by the early June 2017. It is the proposed schedule for this consultancy

#	Proposed activities	Completion Deadline	Benchmarks	Responsible body
1	Preparation: Study project proposal and Develop tools	March 15	Revised baseline design and list of tools	Consultant team
2	Field trips to project sites, including consultation meetings	April 1	Draft field report	Consultant team with the technical support from Plan staff
3	Information processing- analysing and writing draft report	April 25	1 <sup>st</sup> draft report	Consultant team
	Review by KOICA			
4	Finalize report	June 5	Final report version	Consultant team

### **2.3.3. Specific requirements for the consultant/s:**

**Technical expertise:** The national consultant(s) should have the following qualifications to effectively carry out the proposed tasks:

- Strong knowledge of Vietnam governance context and relevant national policies
- Advanced degree in education, child early stimulation, early childhood education
- Significant experience working in ECCD, monitoring and evaluation, research.
- Excellent writing and speaking skills in both English and Vietnamese (required)
- Knowledge of children's rights and experience in conducting research with children and vulnerable groups (EM) and using participatory techniques (PLA).

**Submit proposal:** while applying to this consultancy, the consultant applicant is requested to submit a full proposal. Specifically:

Study protocol: (refer to the annex 1 - project indicators attached)

- Description of proposed key information to gather
- Methodologies to be used for this evaluation
- Target groups and sample size and locations
- Detailed activities implementation plan including timeline, staff allocation for each activity under this plan
- Report structure

#### Costs

- Estimated total working days
- Estimated rate and costs for this consultancy package only.

#### Human resources

- List of consultant team members, expertise and task assignment in the frame of this consultancy
- Consultant's CVs
- Any material/document as reference related to this task assignment

### **3. Accountability and Responsibility**

- The consultant team will work under direct supervision and guidance of the program unit manager in Laichau province
- Laichau PU will be directly in charge of recruitment of the consultant team with technical support from Plan Vietnam's Education and MER Teams;
- Plan will cover all costs related to the field survey for the consultant team included consultants' travel, accommodations and meals, all costs for local partners and interviewees in line with Plan's approved cost norms.

### **4. Budget**

- Budget for the consultancy will be based on the proposed methodology and the negotiated number for working days.
- Budget for this baseline survey will be paid in FAD VNM100417, PO# VN (to be developed soon)

### **5. Ethical and child protection statements**

- As an international child-centered community development organization whose work is underpinned by the United Nations Convention on the Rights of the Child (UNCRC), Plan is committed to ensuring the fulfillment of children's rights including their rights to protection. The selected consultant must comply with the requirements and understand the sanctions that may be applied for breaches of the

Plan's Child Protection Policy. This commitment will be evidenced by signing the policy prior to the beginning of the consultancy contract.

- Consultant's proposal should include statements on how they will ensure ethics and child protection in the evaluation process in accordance with Plan's Research Policy and Standards which are available at the website: <https://plan-international.org/research-policy-and-standards>
- The research must ensure: appropriate, safe, non-discriminatory participation; a process of free and unforced consent and withdrawal; confidentiality and anonymity of participants.

#### **6. Submission of Proposal and contact person at Plan**

- Interested consultant(s) should send proposal with the following information:
- Outline of the study approach, methodology and work plan to undertake the assignments
- Profiles consultant(s) and sample of similar works done in the similar areas
- Detailed quotation for the study, in human, day and cost
- Please send the proposal to the following email addresses: [hoang.nguyenhuy@plan-international.org](mailto:hoang.nguyenhuy@plan-international.org) and [hieu.gianghoang@plan-international.org](mailto:hieu.gianghoang@plan-international.org); closing date to apply for this consultancy service: 17:00, 26 Feb 2017. The short-listed consultant(s) will be contacted for interviews.

If you need further information or clarification, please contact Mr. **Nguyen Huy Hoang – Lai Chau Program Unit Manager** via Email address: ([hoang.nguyenhuy@plan-international.org](mailto:hoang.nguyenhuy@plan-international.org))

## ANNEX 1- PROJECT INDICATORS

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p>Goal</p> <p>Ethnic Minority children aged 0-8 in Phong Tho District of Lai Chau Province increasingly enjoy their right to development and quality education, and to be better prepared for success in life</p>	<p>1. % of 5-year old ethnic minority children completing a dedicated preschool program and meeting child readiness criteria for primary education, according to national standards</p> <p>2. % of ethnic minority children (6-8 years old) in target schools successfully meeting minimum requirements of the national curriculum, in particular in Vietnamese and mathematics</p>	<p>Baseline and endline evaluation</p>	<p>Criteria for (1) child readiness and (2) minimum requirements of the national curriculum set out by the Ministry of Education and Training will not be changed significantly.</p> <p>There will be no significant change in national curriculum.</p>
<p>Purpose/Outcome</p> <p>1. Increased ethnic minority children's access to quality, inclusive, and culturally relevant formal/non-formal learning opportunities for early childhood education</p> <p>2. Strengthened capacity of school and communities in improving quality of teaching and learning</p>	<p>1. # of ethnic minority children under 5 years enrolled in child care and early stimulation initiatives (home/ community based) and in formal education services (Prime Indicator)</p> <p>2. # of Parent-Teacher Association (PTA) meetings carried out</p>	<p>1. Baseline and endline evaluation</p> <p>2. Meeting minutes and list of participants</p>	<p>The educational services and facilities for children 0-3 and 3-5 in the areas provided by the government will not be largely expanded or restrained.</p> <p>The project will receive active participation and support from the school management and local authorities.</p>
<p>Outputs</p> <p>1.1 Establishment of child friendly learning environment</p> <p>1.2 Establishment of school reading facilities</p> <p>1.3 Support for startup of child play groups (U3 group)</p> <p>1.4 Support for startup of child play/reading groups</p> <p>1.5 Community based mechanism well functioned to support community/home based ECCD services</p> <p>2.1 Capacity building of teachers and managers</p> <p>2.2 Support for development and facilitation of contextualized learning materials</p> <p>3. Establishment of school monitoring and feedback framework</p> <p>4. Raising awareness of project stakeholders</p>	<p>1.1 # of preschool constructed</p> <p>1.2 # of mobile libraries newly built</p> <p>1.3 # of U3 groups formed and operating in the target villages</p> <p>1.4 # of Child Play and Reading groups operating in the target villages</p> <p>1.5.1 # of communities with functioning ECCD network support to ECCD practices</p> <p>1.5.2 # of active members in U3 groups</p> <p>1.5.3 # of active members of child play and reading groups</p> <p>2.1.1 # of teacher assistants active in target school</p> <p>2.1.2 # of teachers trained in local language</p> <p>2.1.3 # of trainings of teachers conducted</p> <p>2.2.1 # of contextualized learning materials package printed and disseminated</p> <p>2.2.2 # of participants in training courses organized on the use of contextualized materials</p>	<p>1.1 Construction completion report</p> <p>1.2 Project progress report</p> <p>1.3 Monitoring report</p> <p>1.4 Monitoring report</p> <p>1.5.1 Monitoring report</p> <p>1.5.2 Monitoring report</p> <p>1.5.3 Monitoring report</p> <p>2.1.1 Monitoring report</p> <p>2.1.2 Training report</p> <p>2.1.3 Training report</p> <p>2.2.1 Monitoring report</p> <p>2.2.2 Training report</p>	<p>There will be no significant change in national curriculum.</p> <p>The educational services and facilities for children 0-3 and 3-5 in the areas provided by the government will not be largely expanded or restrained.</p> <p>The project will receive active participation and support from the school management and local authorities.</p> <p>We will be able to attract and retain an adequate number of community volunteers in each village and commune for facilitation of community based groups.</p> <p>Parents and teachers can absorb and retain knowledge and skills benefited from the project.</p>

3.1 # of schools with an effective school management mechanism for monitoring and improving teaching quality in the classroom  
3.2 # of school managers trained on new PTM model  
3.3 # of PTA core members trained  
3.4 # of annual planning/ reflection workshops held  
4. # of participants in exchange visits organized and advocacy events and training held to raise awareness and capacity of local authorities on the importance of quality ECCD services

3.1 Monitoring report  
3.2 Training report  
3.3 Training report  
3.4 Meeting minutes and list of participants  
4. Activity outcome report

## **ANNEX 2: PROPOSED REPORT FORMAT**

**Title page**

**Acronyms and Abbreviations**

**Table of Contents**

**List of Tables and Charts**

**Acknowledgement**

**Executive summary** (to gain familiarity prior to reading the report, or as a summary for those who will not ready read the entire report)

- Should not be more than 3-4 pages
- Clearly organized structure (Introduction, issue, need for the deep review, findings, conclusions and recommendations)
- What are the aims
- What are the key findings
- What are the strengths and weakness of the study

**I. Introduction**

**II. Overview**

- Covers the background information,
- Need for this deep review
- Objectives of the deep review

**III. Scope of the deep review** (Including accuracy and limitations)

- Clearly stating what the deep review is looking at
- Clear categorization

**IV. Methodologies**

**V. Findings/ results:**

**VI. Conclusions and Recommendations**

- Conclusions
- Recommendations
  - Tools and methodologies should be considered to apply
  - Process should be considered to apply
  - Others

**VII. References**

**VIII. Annex: Evaluation tools, questionnaires, etc.**