



Terms of Reference for Conducting Baseline Study

“Sport Spaces for Safety and Equality in Hanoi Schools” project, Feb – Apr 2019

1. Introduction

Plan International is the world’s largest girls’ rights organisation, having been working in 75 countries for the past 80 years. In Vietnam, Plan International has been established since 1993. To date, we are working to improve the lives of more than 350,000 children, their families and communities in over 131 communes in 10 provinces across the country.

Plan International Vietnam supports the vision that marginalized children and youth in Vietnam, especially adolescent girls, are able to reach their full potential in a society that protects and respects their rights. Plan International Vietnam’s goal by 2021 is to take action so that 2 million girls in Vietnam can learn, lead, decide, and thrive.

The project “Sport Spaces for Safety and Equality in Hanoi Schools” aims at contributing to the transformation of power relations and social norms that girls and boys can equally practice sports in safe, secure, inclusive and accessible sport spaces in schools. The project directly contributes to PIV’s priority in promoting children and youth safe-guarding as well as safe and inclusive cities. In addition, the project is also in line with PIV programme intention of integrating intervention into existing government programmes and applying an inclusive and rights-based approach. The project will be implemented in 20 lower secondary schools in Hoang Mai and Ba Vi districts, Ha Noi, Vietnam over three years starting from November 2018 to October 2021. Details of schools, number of school-boys/girls and some other basic information has been attached in Annex.

Ba Vi is a peri-urban district with one town (Tay Dang) and 30 communes. The total population is more than 250,000 people. There are 113 schools of which 42 are preschool, 36 primary schools and 35 lower secondary schools with a total of 38,075 girls and boys.

Hoang Mai is an urban district, next to the bank of the Red River. It is a newly established district with 14 wards and has the highest population in Hanoi with a total of more than 400,000 people. There are 83,570 girls and boys age 3 to 15 enrolled in 72 schools of which 36 are preschools, 20 primary schools and 15 lower secondary schools.

Technical partner of the project is Norwegian Football Federation (NFF), who will work closely with Plan and local partners at 2 districts to provide technical guidance to roll out

football clubs in particular and sport clubs in general. NFF will introduce the model of Football for all, which was initiated in 2001 in Hanoi and moved to Thua Thien Hue province in 2003. As member of the Street Football World Network, they are constantly exchanging experiences and ideas with other Football-for-Development projects around the globe. NFF has become a trusted partner for Vietnam Football Federation to develop the grassroots football structure all over Vietnam.

Overall objective of the project: To contribute to the transformation of power relations and social norms that girls and boys can equally practice sports in safe, secure, inclusive and accessible sport spaces in schools.

Outcome 1. Adolescent girls and boys age 11 to 15 engage in the promotion of gender equality and child protection in and through sport at schools.

Outcome 2. Families and teachers support girls and boys to practice sport in a gender-equal, inclusive and safe learning environment.

Outcome 3. Decision-making government and educational authorities recognise sports as social driver to promote gender-equal, inclusive and safe learning environment.

Plan International Vietnam needs to conduct the project baseline study of the project “Sport Spaces for Safety and Equality in Hanoi Schools”. The survey will combines of an assessment of sport facilities conducted by Norway Football Federation (NFF), project Technical partner, and perception about gender equality conducted by Gender expert(s). We are looking for consultants/Gender expert(s) to take lead in conducting the survey, consolidate the data and produce the full English and Vietnamese report which will generate evidences for project interventions and measurement.

2. Purpose of the assignment

The local consultant(s) is/are sought to conduct a baseline study to assess the pre-project situation and capture baseline status around the key indicators as outlined in the project logframe which enables project management team and local partners to track and monitor progress as well as changes over the course of project implementation.

The baseline report will additionally provide answers for the following questions:

1. What data can be taken from current reports of Plan international and used as baseline data to measure the perspectives of girls, boys, teachers and parents on gender-based-violence in schools for setting up?
2. How do the reporting and response mechanisms on child protection work in schools? Where are the gaps?

3. How and what do girls and boys know about gender equality, protection in sports?
4. What are the difficulties and differences between girls and boys participating in or engaging in sports in schools? What are the main barriers?
5. What are relevant resources, main challenges for possible set up of sport clubs at all 20 schools and proposed recommendations from consultant team?
6. How is the current situation of sport spaces at 20 schools and recommendations ensuring these spaces meet with minimum standards of safe, equal and inclusive sport spaces for engaging girls and boys?
7. How is current professional knowledge of physical teachers on teaching the two sports - football and basketball - and recommendations for building capacity?

(Questions 4, 5, 6, 7 are to be answered by NFF in a separated survey.)

The reference document for project baseline includes:

Annex 1: Project M&E Log-frame

Annex 2: Baseline report format

Annex 3: List of 20 schools and basic data about sports issue.

Annex 4: Monitoring plan

Annex 5: Indicator Tracking Table (will be provided to selected consultants)

<https://drive.google.com/open?id=1IC5LhpEgyESWKm1lezUavsWlvdEHuDOC>

3. Scope of Work

This survey is to be implemented in Hoang Mai and Ba Vi districts of Hanoi. The consultant(s) is/are expected to do the following tasks:

No.	Task	Timeline	Persons involved	Remark
1.	Study project materials and other related materials (Plan will provide project materials)	Mid-February 2019	Consultants Designated Plan staff	
2.	Develop detailed survey proposal with methodologies, tools and plan, in consultations with Plan and NFF	End of February 2019	Consultants Designated Plan staff	The consultants has to submit questionnaire

				and get approval from Plan
3.	Conduct field work in Hoang Mai and Ba Vi districts	Early March 2019	Consultants Designated Plan staff	
4.	Synthesize data with data collected by NFF and analyze following project indicators	Mid-March 2019	Consultants NFF	
5.	Submit first draft report and indicators table	End of March 2019	Consultants Designated Plan staff	As suggested baseline report template, annex #2
6.	Final report (based on comments from Plan)	End of April 2019	Consultants Designated Plan staff	
7.	Presentation on key findings at project launching workshop	April 2019 (dated to be confirmed later)	Consultants	

4. Methodology:

- Methodology: The baseline study should adopt a mixed methods approach. The research team shall ensure that triangulation of information gathered is possible. The research team will develop appropriate tools for data collection with different stakeholders as outlined in these ToR. It is the researcher's responsibility to ensure that the data collected can be communicated, explained and contextualized.
- Methods should include desk study, qualitative and quantitative measures, participatory tools, observing should be adopted where applicable and feasible. The quantitative measures, the consultant(s) need to follow project M&E indicators to develop baseline questionnaires to capture the necessary baseline information.

- Key informants: the survey should involve at least 55% female respondents and representatives from all 20 project intervention schools at Hoang Mai and Ba Vi districts as mentioned in Annex including school-boys/girls, teachers, parents and district DOET.

5. **Sample size:** the consultant(s) will propose an appropriate sampling methodology and size that is statistically valid and cost effective base on information provided by project team at annexes (Log-frame, list of 20 schools and relevant basic data,...) to ensure all needed information can be collected. All data, qualitative and quantitative, collected through the study must be disaggregated by sex. Both the sample size and proposed tools will be discussed and approved by Plan International Vietnam before the commencement of the data collection.

6. **Expected deliverables:**

- Detailed technical and financial proposal
- A complete package of baseline methodologies and tools (in English)
- A final report in English and Vietnamese
- A database (applicable with the quantitative component) and all secondary data collected
- A complete indicator table including values for all logframe indicators

7. **Expected timelines:** The baseline evaluation is expected to be completed by April 2019 with draft report and indicator table by end of March 2019.

8. **Budget:**

The estimate budget for this survey is allocated in activity 3.1.1 of project VNM100450.

9. **Ethical and Child protection statements:**

The consultant/team must agree to abide by the Global Policy safeguarding children and young people, and evaluation standards of Plan and related requirements. The proposal should clearly and in detail explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. Also, the researcher should explain in the proposal how confidentiality and anonymity of participants will be guaranteed.

10. Qualification and experience of the consultant/team

Consultants preparing Baseline report should have:

- Advanced degree in social sciences, development studies, gender studies or relevant fields.
- Significant experience working in gender, monitoring and evaluation (baseline study, social research, use of participatory techniques).
- Proven track record on conducting baseline surveys/studies.
- Consultants are requested to submit one of their previous studies when applying for this position.
- Knowledge of gender equality.
- Knowledge of urban safety and inclusion for women and girls.
- Knowledge of child rights and experience in evaluating programmes with children.
- Excellent writing and speaking skills in both English and the local language.

11. Application process

Interested consultant(s) should send technical proposal with the details as below:

a) Technical proposal:

- Show a thorough understanding of this terms of reference.
- Include a description of the preferred gender sensitive data gathering and sampling methods
- Demonstrate previous experience in conducting quantitative and qualitative study approaches.
- Demonstrate inclusivity gender equality and non-discrimination in the conduct of the study
- Demonstrate approaches that will be used to ensure child protection and ethics and principles will be applied throughout the design and data collection phases of the project, and how marginalized or vulnerable girls, boys, teachers (female and male) woman and man will be included.
- Outline of the study approach and methodology, work plan and proposed budget.

- CVs
- Samples of similar works done in the similar areas.

b) Financial quotation:

- An itemized budget which indicates the estimated persons to deliver all the required tasks, the total working days and consultancy rate. The fees will be negotiated and applied following Plan Vietnam regulation.

Applications are to be submitted to: VNM.ReviewPanel@plan-international.org (with reference to: Application to the baseline study of project VNM100450). Any inquiries, please contact Mr. Giang Hoang Hieu, M&E Coordinator, email: hieu.gianghoang@plan-international.org, and Ms. Phan Minh Chau, Project Coordinator, email: chau.phanminh@plan-international.org

The application should be submitted no later than 8h00, Monday 11th February 2019

Only short-listed teams will be contacted for interview. **Interviews will be conducted at the Plan International office in Hanoi on 13th February 2019.** The selected consultant(s) will be requested to sign Plan International Global Safeguarding Children and Young People policy and Anti-fraud, anti-bribery and corruption policy.