
TERMS OF REFERENCE

Baseline Survey for ACE Project



PROJECT
ACE
Against Child Exploitation

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Consultant

Service Provider/Contractor	
Name of Project	Project ACE (Against Child Exploitation)
Project Component	Strengthening Communities in Asia to Address Child Labor through a Unified and Participatory Approach
Target Areas	6 districts of three provinces (Dien Bien, Danang, Quang Nam)
Implementation Period:	November 1 to December 30, 2022

I. BACKGROUND

1.1. Project background

Viet Nam has committed to undertaking measures to tackle child labour through laws, policies and institutional support. Viet Nam has recently made significant achievements in the fight against child labour, establishing a strong legal framework aligned with international labour standards, and implementing a number of programs and projects to counter child labour nationally and locally. Viet Nam has joined and ratified international treaties including ILO's Worst Forms of Child Labour Convention No. 182 (1999) and Minimum Age Convention No. 138 (1973) to ensure the implementation of children's rights. The Decision No. 782/QD-TTg issued by the Prime Minister on May 27, 2021, granted approval of the Program on prevention and reduction of illegal child labor in the 2021-2025 period, with orientations toward 2030. Goals of actions for prevention, detection, intervention and child support in case of illegal child labor and towards children at high risk of becoming child laborers are clearly defined in this program.

However, child labour in Viet Nam persists despite these efforts, especially in the informal sector of the economy. According to the results of the national survey¹ on child labor in 2018, child labor from 5 to 17 is 1,031,944 children (accounting for 5.4% of the total number of children in this age group); among which 20.1 % work more than 40 hours a week. 519,805 children in child labour engaging in heavy, dangerous and hazardous jobs (50.4% child labor). Statistics from this survey also showed that the top types of work involving most children are agriculture sector, following were constructions of houses of all types, production of garments, and restaurants and mobile catering services; the same categories with hazardous work by type for child labor. This results in harmful effects on children's health and psychological development, limits their school attendance and inhibits their transition to decent productive work.

Concerning assistance services for victims of WFCL, including OSEC, in Viet Nam there is a lack of support services at the local level. The existing services are more often available at the national and provincial levels, but need an effective referral mechanism, which is not always in place. There is currently no social work service at the local level so there is a critical need to build community-based services which are delivered by Child Protection Committees (CPC)² and community groups. Therefore, the strategy for Vietnam is to improve the quality of existing services and programs through capacity

¹ Viet Nam National Child Labour Survey 2018, https://www.ilo.org/wcmsp5/groups/public/---Asia/---Ro-Bangkok/---ilo-hanoi/documents/publication/wcms_764357.pdf

² Child protection committee (CPC): including duty-bearers, who are primarily responsible for creating and promoting a child friendly and safe community environment wherein all children's wellbeing, safety and rights are protected

building for CPCs and collaborators, facilitating livelihood support for victims and their families, and piloting the provision of professional support services for victims of WFCL at the local level.

The online sexual exploitation of children (OSEC) is defined by the International Labor Organization as a worst form of child labor (WFCL).³ According to the Vietnam Ministry of Public Security, over a thousand children in Vietnam have been sexual abuse victims between 2011 and 2015. Furthermore, the issue of sexual exploitation of children online has presented itself as a new challenge to the government of Vietnam and its communities. And just like in other developing countries, the technological revolution has put urban children in Vietnam at an increased risk of sexual abuse compared to their peers in rural settings. With this increase in technology use, Vietnam has become highly connected to the world, with more than half of the population being internet users. And with it, online connectedness has unfortunately intensified the vulnerability of children to abuse and exploitation in the cyber world.

Though Vietnam has ratified a number of international laws and conventions and issued national laws and policies related to child labor, there is a lack of detailed guidance on implementing these laws. Though labor inspectors and law enforcers at the national level are well equipped with knowledge and tools, but those at the provincial and local levels are not. OSEC and WFCL in the informal sectors are not effectively addressed. The Child Protection Committees (CPCs) and collaborators who play a key role in detecting and reporting WFCL are not aware of the legal framework and policies to address this issue.

Though government of Vietnam has put great efforts in addressing child labor, individual companies often have limited leverage and fractured initiatives have led to inaction and halting progress to address WFCL, including OSEC and violations of acceptable conditions of work. Coordinated response among the government, civil society, or the private sector, industry-wide and cross-industry collaboration should be strengthened through a single network or platform. Integration of company action into existing efforts by governments, social partners, civil society and others active on ending child labour should be further promoted to mobilize unique resources of the government and relevant entities to contribute to addressing WFCL and to ensure sustainability and effectiveness. Public capacity to enforce labour laws and regulations, businesses, especially informal micro- and small enterprises must fulfil their responsibility to apply laws and take further measures to prevent, identify, mitigate and remediate child labour in their operations and supply chains, in accordance with international and national law and policies.

In this context, ACE Project in Viet Nam will provide direct technical supports and engage with a wide range of government, partners, civil society and business entities in its implementation to enhance government efforts to counter child labour, and to contribute to the national strategy in prevention and reduction of child labor, especially to address WFCL including OSEC.

1.2. Description of project Theory of Change and Coverage

The ACE Project is implemented by World Vision Viet Nam from October 2021 to September 2024. Key implementation partners are local government agencies at national level (MOLISA – Ministry of Labour and Social Affairs), provincial and district level (DOLISA, the Police, DOJ – Department of Justice), commune levels (CPCs – Child Protection Committees, mass organizations, local community groups /Community Based organizations), and private sector (informal and small-scale formal business enterprises and institutions). Following are key Project goal, objective and outcomes:

³ Article 3(a)–(c) of ILO C. 182

Overall Goal: To contribute to the elimination of WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam

Project Level Objective: To strengthen the capacity of the Government of Vietnam to address WFCL, including OSEC, and violations of acceptable conditions of work

Outcome 1: Improved enforcement of the legal framework and policies pertaining to WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam

Outcome 2: Improved assistance services for victims of WFCL, including OSEC

Outcome 3: Strengthened partnerships to accelerate progress in addressing WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam

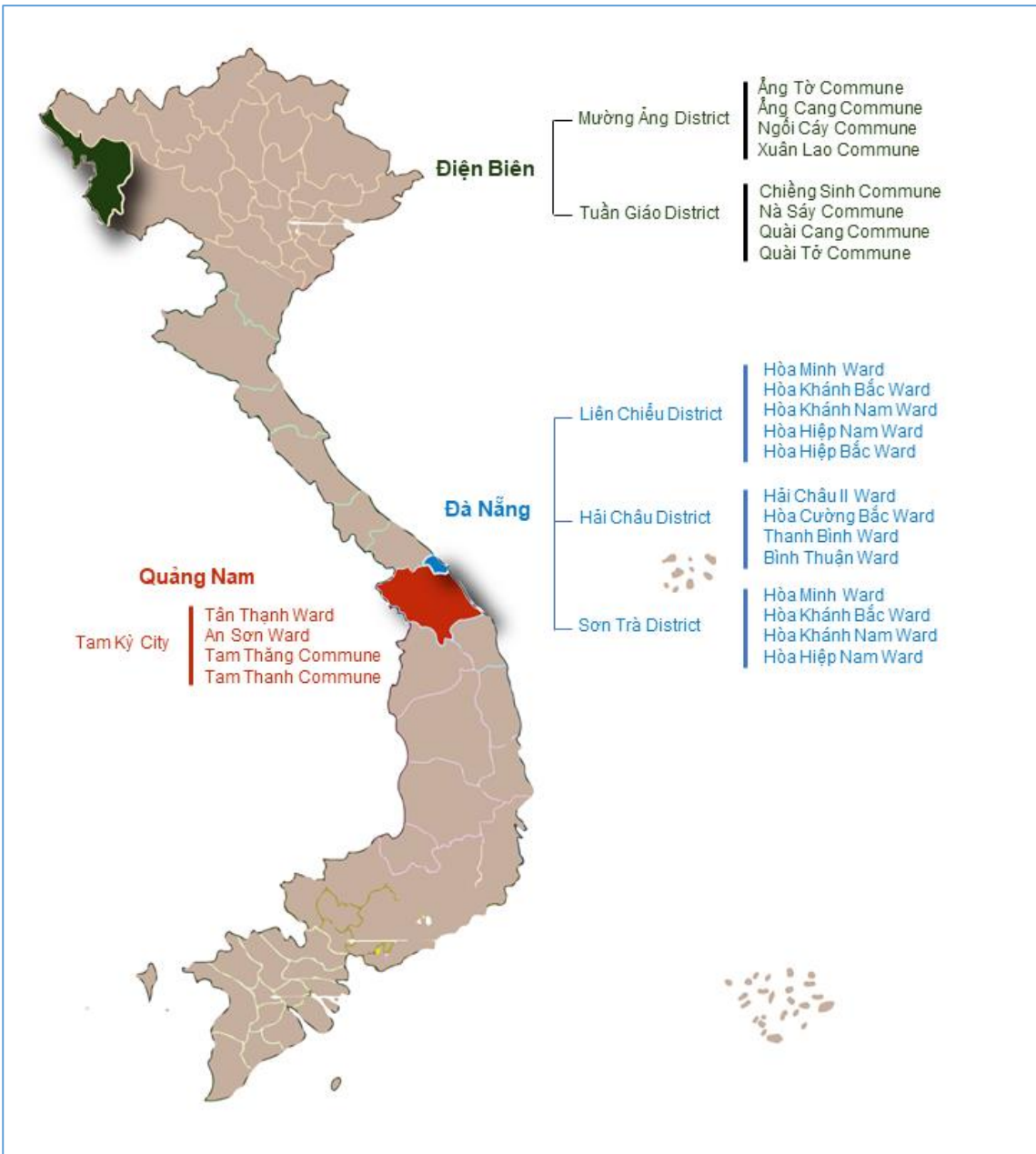
The Consultant should refer to Appendix # 1 and # 2 for full details of the project theory of change including the project logics for desired objective, outcomes, outputs, and representative activities

The Project takes place in 6 districts (25 communes/wards) of three provinces of Dien Bien, Danang, and Quang Nam. Key Implementing Partners are:

At National level: The Department of Children Welfares under Ministry of Labor, Invalid and Social Affairs (MOLISA);

At Provincial and District levels: DOLISA, the Police (under the umbrella of Provincial People's Committees); Labor Inspectors play an important role in ensure related laws and policies are enforced. At district level, there are Child Protection Units under DOLISA who are responsible for children's wellbeing, especially, children in extremely difficult circumstances.

At commune/ward and village levels: Key implementors are CPCs (Child Protection Committees) who are members of Commune People's Committees. Usually, a CPC includes 5-7 staff with various functions to child protection such as the Child Protection Staff, the Police, the staff of Justice Unit, member of Women's Unition etc.



Map of project locations

II. BASELINE STUDY

1. OBJECTIVES

The objectives of baseline study are the following:

- i) To establish baseline values for selected project indicators.
- ii) To analyze information collected on the knowledge, attitude and practices in target areas, to related indicators.
- iii) To provide recommendations to guide and refine the activities and targeting for project implementation.

1.1. Indicators that need baseline values

The consultant should refer to Appendix # 3 for the definitions of indicators and types of data disaggregation. Following are questions related to project indicators that need to set baseline and end-line values:

Study Question	Data requirements/Indicators	Required analysis and methodology
Project Objective: To strengthen the capacity of the Government of Vietnam to address the worst forms of child labor (WFCL) including online sexual exploitation of children (OSEC), and violations of acceptable conditions of work		
Which are available policies, plans or programs formulated and adopted to address Worst Forms of Child Labor (WFCL) including Online Sexual Exploitation of Children (OSEC) and violations of Acceptable Conditions of Work (ACW) in target area?	# Of policies, plans or programs formulated and adopted to address Worst Forms of Child Labor (WFCL) including Online Sexual Exploitation of Children (OSEC) and violations of Acceptable Conditions of Work (ACW)	Number and type (Desk review)
Outcome I: Improved enforcement of the legal framework and policies pertaining to the WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam		
In each of covered communes /wards how many reported cases of WFCL, including OSEC, and violations of acceptable conditions of work received follow-up actions by responsible bodies?	% Of reports of WFCL, including OSEC, and violations of acceptable conditions of work that received action by government responsible agencies in covered areas	Number and type (KII and Desk review)
Sub- outcome I: Increased reporting of WFCL, including OSEC, and violations of acceptable condition of work		
In each of covered communes /wards how many cases of	# Of reports of WFCL, including OSEC, and violations of acceptable	Number and type

Study Question	Data requirements/Indicators	Required analysis and methodology
WFCL, including OSEC, and violations of acceptable conditions of work are reported?	conditions of work received by stakeholders in covered areas	<i>(KII and Desk review)</i>
Outcome 2: Improved assistance services for victims of WFCL, including OSEC		
Among covered areas, how many cases have accessed existing assistance services?	# Of reported victims of WFCL, including OSEC that accessed existing assistance services	Number and type <i>(FGD, KII and Desk review including CPC Annual Report)</i>

I.2. To address the second objective, which is to analyze information related to the rest of project indicators (the baseline value for these indicators is set as zero at the beginning) the baseline survey will seek to describe the current status on the knowledge, attitude and practices in target areas. Following questions are to be studied:

Policy

- a. Of the currently implemented local policies, plans or programs to address Worst Forms of Child Labor (WFCL) including Online Sexual Exploitation of Children (OSEC) and violations of acceptable Conditions of Work (ACW), what level of coordination exists among institutional stakeholders and potential project partners?
- b. Do institutions and law enforcement partners, who may participate in Project ACE, already have organizational policies on WFCL/OSEC/ACW and what is their level of implementation? What are major barriers for them to implement Labour Code 2019 and Degree 56 (2017)?
- c. Which are existing partnerships at national, regional, and provincial levels that have been addressing Worst Forms of Child Labor (WFCL) including Online Sexual Exploitation of Children (OSEC) and violations of acceptable Conditions of Work (ACW)?

Community

- a. What is the level of awareness on WFCL, including OSEC and violations of ACW, among local community members, including their perceptions of their role in reporting violations to authorities?
- b. What is the level of awareness of the existing structures and mechanisms in place to respond to and report cases of WFCL, including OSEC, and violations of ACW, among local community members?
- c. Do the implementation areas have child labor structures, what is their status of operation, and have they ever received capacity building training on WFCL, including OSEC, and violations of acceptable conditions of work?
- d. Do communities conduct and participate in awareness raising activities on child rights and protection? If so, what activities do they conduct?

Commune /Ward CPCs

- a. How do the CPCs in target areas act on reported WFCL, including OSEC, and violations of ACW?
- b. How do CPCs in target areas carry out or support referral mechanisms?

- c. What is the level of functionality of the existing of local Monitoring Information System in CPCs?

Service Providers

- a. How many labor inspectors and enforcement stakeholders are in the target areas?
- b. What service providers are in the target areas and what services do they provide for children who are victims or at-risk to WFCL, including OSEC?
- c. What are the training needs of labor inspectors, social workers and law enforcement on the following?
 - Legal ways to address WFCL including OSEC and violations of acceptable conditions of work;
 - Identification of violations, monitoring of violations, and appropriate reporting and referral mechanisms;
 - Children's rights;
 - Identification of roles and responsibilities in addressing WFCL, including OSEC and violations of ACW;
 - Development of child labor responsive plans;
 - Contextualization and local adoption of policies and/or regulations addressing WFCL, including OSEC and violations of ACW;
 - Trauma-informed and victim-centered case management; and
 - Rights-based approaches in handling cases of online sexual exploitation.
- d. What do informal private sector institutions see as their role in promoting reporting and referral mechanisms?

2. METHODOLOGY

The KAP study will be conducted through desk review, a stakeholder mapping, focus group discussions (FGD), and key informant interviews (KII), among identified community leaders, local officials and partners. Regardless of the methodology used to collect information, the contractor would be required to triangulate data (use several data sources to verify information) wherever possible.

Focus group discussions will be conducted with local resident groups and members of commune/ward CPCs:

Resident groups: There will be a total of 12 groups in selected villages/To dan pho in all 6 districts of 3 provinces. In each district there should be separately one male and one female group. With an average of 8 respondents in each FGD there will be at least 96 participants.

Commune /Ward CPCs: There will be 12 groups of CPCs for 6 districts: Two CPC groups in each district. Each CPC group consists of an average of 5 participants or at least 60 participants will be in the FGDs for this category.

District DOLISA: There will be a total of 5 groups of district CPCs. The FGDs with this group should include Stakeholder Mapping Exercise to address the questions on existing services and service providers in the target district.

Key informant Interviews are to be conducted with selected key officials and stakeholders from various offices/agencies, to identify the existing policies, programs, and community-level efforts to address the WFCL, including OSEC and violations of ACW in the target areas. A minimum of 8 key informants will be interviewed, per province, and some KII will be conducted at national and district levels. Details are as following:

Agency	No. of KII
National level: MOLISA and MOIC (Ministry of Information and Communication)	2
Provincial level (all 3 provinces) DOLISA (Unit of Child Affairs, Unit of Labor Inspectors, Unit of Job Placement, Unit of Law Enforcement and Justice) The Police; Women's Union; Department of Education and Training (DOET) Vietnam Chambers of Commerce and Investment (VCCI)	24
District level: DOLISA of six districts	6
Total	32

Stakeholder Mapping will be conducted to determine how many service providers are in each area (commune/ward) and what services they currently provide for children who are victims or at-risk to WFCL, including OSEC.

Desk reviews will be conducted using publicly available information from local government agencies and partners, in target areas, to validate and ensure consistency of information gathered from FGD, KII and information from the project team.

Deliverables

1. Develop and present technical proposal and financial plan.
2. Develop data collection tools and workplan in coordination with the project team.
3. Submit the inception report. (Including finalized items of # 1 and # 2 above)
4. Conduct the Knowledge Attitude and Practices (KAP) study in the project areas.
5. Submit the draft report and preliminary findings.
6. Lead the report validation process with ACE team and stakeholders.
7. Submit final report detailing the findings, conclusions, targeted recommendations, experiences, and lessons learned.

The report should contain (but not limited to) the following:

- Executive Summary presenting the major findings and recommendations
- A description of the methodology used
- A description of the assessment context and process, including its constraints and challenges
- Detailed findings and Analysis: Following the questions outlines in the TOR and project indicators. Findings should be aggregated by provinces when possible, including annexes of all the raw data, list of participants, pictures.
- Recommendations as per study objective # 3 above
- Conclusions

The annexes of the report should contain:

- TOR for the baseline study
- Design of the baseline study
- List of reference documents
- Copies of tools used
- List of people interviewed, with affiliation and contact details

III. CONSULTANT’S RESPONSIBILITIES AND TIMELINES

The consultant’s responsibilities and deliverables are described as below:

Action step	Consultant’s responsibilities	Expected deliverables	Timeline
Step 1: Designing	Project document review	Survey design (English) for data collection, analysis, and report writing - subject to approval by M&E lead (ACE project)	Week 3-4 November 2022
	Develop data collection tools and tool testing	Data collection tools (Vietnamese) approved by ACE M&E lead	1st week of December
	Half day debriefing meeting on the field work agenda and logistic preparation between the consultant and ACE field staff	Agenda, PPT presentation in Vietnamese; Revised tools after tool testing (if needed)	1 st week of December
Step 2: Data collection in three provinces	Conduct data collection and entry	KII/FGD notes and Desk study results (In Vietnamese)	10 December 2022 to 10 January 2023
Steps 3: Data analysis, report and use	Draft survey report	A draft report as per outlines provided by WVV in English (<i>see the detailed requirements for report format below</i>)	By 30 th of January
	Facilitate a sharing and consultation workshop with ACE team and key partners (One day)	PowerPoint presentation of key findings and recommendations Tables of drafted project baseline values Table of suggested targets/ end line values	First week of February

	Finalize the report	A final evaluation report in English and Vietnamese, considering suggestions and changes recommended during the review/validation process approved by WV; (English and Vietnamese)	28 February 2023

The total of consultant days for the entire mission completion is not more than 80 working days (for both consultants) during a period from November 2022 to February 2023 .

IV. ACE PROJECT ROLE AND RESPONSIBILITIES

The ACE project team and the M&E Lead will support the consultant to successfully implement this study. Major supports will include:

- Conduct a review of and provide timely feedback and approval of all draft deliverables listed above under contractor responsibilities.
- Provide an illustrative list of secondary data, made available to the evaluators at least one month before the start of the qualitative data collection activity.
- Logistical and Administrative Guidance and Support:
 - Arrange meetings between the evaluation team and DONOR representatives – at the beginning and end of the evaluation process.
 - Advise about local protocols and permissions to gain entry to operational areas.
 - Provide advice related to travel (local vehicles and drivers for hire).
 - Identify local firms with potential to provide technical expertise – including translation.
 - Provide office space in the program areas as needed for meetings, desk work, and presentations.
- WV will provide a liaison/contact person whom will be in close communication with the consulting team leader to coordinate the development and implementation of the evaluation process.
- The M&E staff will provide technical supervision on the consulting site, guaranteeing the rendering of accounts and the quality of the data collected in the field.

**Note: World Vision Vietnam will arrange logistics for travelling (air tickets and ground transportation) and accommodations for the consultant. World Vision will NOT arrange logistics of (travel documents, health insurance, laptops and other facilities needed for undertaking this mission) for the evaluation team. Meals and per diem for the consultant are built in the consultant rate.*

V. REQUIREMENTS FOR CONSULTANT

1. Qualifications and Experience Required of External Consultant

A team of two external national consultants is desired to complete the survey. The lead consultant or the combination two consultants should meet following requirements:

- Master degree in social sciences, development sciences, or a related field;
- Strong knowledge and 5-year experience in relevant field (Child Labor, OSEC, Child Protection policy and practices) in Vietnam;
- Demonstrable expertise in designing and conducting program baseline surveys /studies using result framework approach
- Experience in designing and conducting qualitative and quantitative methods of data collection in program assessments, baseline surveys, and/or evaluations
- Excellent and demonstrable skill in participatory monitoring and evaluation methodologies and approaches;
- Excellent report writing skill, in English and in Vietnamese;
- Excellent critical thinking and interpersonal communication skills;
- Ability to work under pressure, as an individual and in a team;

2. Period of Performance

The period performance for the evaluation is expected to be 1st December 2022 to 15 February 2023. Subject to change depending the consultant's availability.

3. Compensation

The fee for the consultant will be negotiated and applied following WVV Vietnam regulations. WVV will pay the consultant a fixed daily rate. The rate will depend on the selected consultant's level of experience.

4. Application requirements

Interested candidates are invited to submit application to WVV_recruitment@wvi.org with Subject: WVV - Consultant team for ACE project baseline study.

Applications should include:

- i) Expression of Interest;
- ii) A technical proposal including proposed methods and a work plan, and indicative budget.
- iii) CVs demonstrating relevant capacity and experience including 2 references
- iv) Two examples of baseline /assessment/ evaluation reports of similar programs (e.g., Child Labor, Online Sexual Exploitation of Children, or Child Protection themes) written by the applicants

Deadline for submission: 30th October 2022

For further technical information, please contact:

Mr. Dang Phi Lan – M&E lead of ACE project – WVV
Tel: 0913488314

Email: dang_phi_lan@wvi.org

WV is an equal-opportunity employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.

APPENDIX

1. Project Result Framework



Vietnam%20Result%
20Framework%20Gra

2. Activity Mapping



ACE%20Vietnam%20
Activities%20Mapping

3. Performance Monitoring Plan



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Performance%20Mon