

Terms of Reference for
Technical Programme &
Community Engagement and Sponsorship Plan
Baseline and Evaluation Events

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Acronyms

AP	Area Programme
CESP	Community Engagement and Sponsorship Plan
FGD	Focus Group Discussion
KII	Key Informant Interview
MVC	Most Vulnerable Children
LEAP	Learning through Evaluation with Accountability and Planning
PMB	Programme Management Board
PRA	Participatory Rural Appraisal
PEU	Programme Effectiveness Unit
PQRD	Programme Quality and Resource Development
TP	Technical Programme
VDB	Village Development Board
YHBS	Youth Health Behaviour Survey
WVV	World Vision Vietnam

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I Introduction

This Terms of Reference is directed at two audiences: World Vision International in Vietnam (WVV) staff associated with the baseline/evaluation, and external consultants interested in submitting proposals to lead it. The body of the document is intended to be relevant to both WVV staff and consultants. However, it is aimed at consultants as the basis for a later Call for Proposals. The appendix contains additional information which may be relevant to WVV staff but which is not relevant or appropriate in a Call for Proposals.

2 Background

WVV’s strategy for the fiscal years 2023-2027 focuses on 11 objectives, including four Technical Programmes (TPs)¹, aimed at achieving the strategic goal of the “sustained well-being of children, especially the most vulnerable”.

Graph I: WVV Strategy Map for Fiscal Year 2023-2027



WVV began implementing its three TPs and the Community Engagement and Sponsorship Plan (CESP) on 1 October 2022 as part of its National Strategy for the WVV financial years² 2023-2027. Baseline data will be collected in 2022 for all TPs and the CESP at the national level and in 27 Area Programmes (APs)³ to inform strategic decisions, programme planning, and five-year targets.

¹ Technical Programmes are the standardised approaches which a World Vision office takes towards its interventions in a particular sector. WVV has such TPs for its work in the Nutrition, Livelihoods, and Child Protection sectors. Each TP includes a standardised set of indicators.

² A World Vision financial year runs from 1 October until 30 September.

³ Multi-sectoral sponsorship programmes

Table I: Scope and Coverage of Technical Programmes among APs

Profile of Technical Projects Adopted	No. of APs	Percentage
CPP and CESP and Health & Nutrition and Livelihoods	16	59.3%
CPP and CESP and Health & Nutrition	1	3.7%
CPP and CESP and Livelihoods	10	37.0%
Total	27	100%

3 Consultation Objectives

WVW intends to carry out a summative baseline and evaluation in order to set the benchmarks and assess the achievements and effectiveness of TP and CESP interventions and approaches in the 27 APs for the period from 1 October 2022 to 30 September 2027.

The evaluation of the baseline survey should:

- Establish benchmarks and targets for indicators of WVW TPs and CESP
- Validate priority areas for TPs and, where necessary, make changes
- Strengthen programmatic evidence which will better equip WVW to advocate for increased government focus on and investment in enhancing child well-being and accountability.

The evaluation will assess the successes and challenges of each implemented approach. In doing so, it will point to lessons and recommendations to improve WVW programmes in the future. It should pay particular attention to factors affecting sustainability. This will lead to recommendations on how TP and CESP designs can best enhance the sustainability of WVW interventions. The evaluation should include the evaluation perspectives: Relevance, Effectiveness, Impact, Sustainability, and Efficiency when analysing and presenting the data.

Quality Assurance Framework review based on the guidance of WV Global Center.

4 Guidance on Methodology

The evaluation should use a mixed-methods approach combining a secondary data review with quantitative and qualitative primary data collection.

4.1 Quantitative:

The quantitative methodology for the baseline and evaluation should follow the DME methodology guidance of WV Global Center.

To be comparable with the baseline results, this evaluation survey will use the same indicators, sample size, and sampling approach as the baseline.

Secondary data collection and review: Data will be triangulated with primary data collected from this evaluation to help the evaluation team determine impact and ensure that results are contextualised. Secondary data will include district and commune statistics/reports and relevant statistics or reports from other agencies. Secondary data at national and provincial levels, where possible, needs to be included to compare the results in a broader context.

4.2 Qualitative:

Document review: Some WVV documents will be useful reference materials for the evaluation. These include TP and CESP design documents, log-frames, and the AP annual plans, and semi-annual and annual reports.

Primary data collection: The evaluation team, led by the external consultant, is expected to carry out interviews and discussions with relevant stakeholders.

Direct observation, PRA techniques, case studies, and photos should also be considered among the qualitative data collection techniques.

5 Timeframe

The timeframe will be discussed based on each event requirement.

6 Consultant's Scope of Work

6.1 Tasks

In coordination with WVV, the consultant will carry out the following tasks:

- Review relevant programme documents;
- Finalise the baseline/evaluation and design and other documents which indicate a timeline, methodology, data analysis method and plan, report outline, quality control methods, logistics, and other related issues upon discussion with the Programme Effectiveness Unit (PEU) team.
- Conduct field testing for the data collection tools;
- Provide training for field data collectors, including ethical and gender aspects and covering protocols/guidelines to ensure the anonymity and confidentiality of interviewees;
- Supervise the data collection process in the field, applying relevant methods of quality control;
- Analyse the quantitative and qualitative data, explicitly indicating the gender, ethnicity, and disability features, and;
- Complete the final report, taking into account comments and feedback from WVV and partners and send a revised report to the PEU team for final review.

6.2 Deliverables

- Finalised Baseline/Evaluation Design and other documents in English
- Baseline/Evaluation Report in both Vietnamese and English
- Presentation of Findings and Recommendations

7 Ethics and Compliance

WV has a Safeguarding Policy, including a Behaviour Protocol and incident reporting. This evaluation will be conducted in compliance with the Safeguarding Policy, so the following conditions will apply:

I. Consultant:

The consultant will ensure compliance with the Child and Adult Safeguarding Policy in all activities in communities during their contract period with WVV, including compliance with the behaviour protocols, signing the Statement of Acknowledgement and Compliance form, and signing their consent to a background check.

The consultant will also sign the Acknowledgement of Understanding of WV's ethical standards for research on children.

2. Respondents to the evaluation will be asked to give written consent for their participation in the evaluation before any interview or group discussion can commence. This procedure will follow WV's Child and Adult Safeguarding Policy which states: "Child participation activities are voluntary and inclusive (especially of the most vulnerable children), and both children and parents/caregivers must make informed decisions regarding the activity, participation, including due consideration of the benefits and risks that could be associated with the activity. Children can refuse to participate or can withdraw from the activity at any time. For child participants in World Vision activities, it is necessary to get consent from both the parent/caregiver (or other legally required entity or individual) and the child (from 7 years old)."
3. Questionnaires and interviews/FGD introductions will include a paragraph to introduce the evaluation and inform respondents about confidentiality and their rights as a respondent.

8 Consultant Qualifications, Experience, and Competencies

The consultant may work as an individual or as the leader of a consultancy team. The successful Lead Consultant should fulfil the following criteria:

- At least 10 years of experience in conducting external evaluations. He/she should have experience/skills in using quantitative and qualitative methods, and in leading the collection and analysis of qualitative and quantitative data on child protection;
- Strong professional experience in planning, design, management, and M&E in the international development sector;
- Familiar with ODK data collection application and statistical analysis software (STATA, SPSS, ...)
- A strong commitment to delivering timely and high-quality results;
- A post-graduate degree in social sciences or a related field;
- Able to work with project staff and stakeholders at different levels, and;
- Excellent written and oral communication skills in English (in the case of a consultant team, at least one team member must fulfil this criterion).

Applications will be assessed according to the following: Qualifications and experience – 30%, technical proposal – 40%, financial proposal – 30%.

9 Budget

The consultant will provide a proposed daily rate for the service, including Personal Income Tax.

World Vision will pay the transport, meal, and accommodation costs of the consultancy team for the duration of the data-collection period.

10 Consultant Application Guidelines

Interested candidates will be asked to send an application package in English containing:

- A curriculum vitae for each member of the consultancy team;

- An expression of interest letter of no more than four pages, outlining how the consultant/team of consultants meets the selection criteria;
- A technical proposal, including proposed approaches, outlined timeframe, frameworks and detailed methodologies, sample size, logistics, and personnel, and;
- A financial proposal that indicates the fixed total contract price, supported by a breakdown of costs. The offer must take into account the guidance outlined in the previous section.

Applications must be sent to: wvy_recruitment@wvi.org by 17h00, 28 September 2022 Vietnam time.

10.1 Key deliverables and timeframe

Key deliverables and timeframe will be discussed based on an evaluation of event requirements.