



From  
the People of Japan



**Term of Reference**  
**Consultancy service for End of Project Evaluation**  
**of “the Human Trafficking Prevention for Women and Girls in Dien Bien Province Project” (HTPWG)**

## 1. Project background

### 1. Context

World Vision is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV’s work focuses on children, ensuring they are protected and their basic needs are met.

Globally, East Asia is one of the hotspots of human trafficking and Viet Nam has been recognized as a country in which women’s low status and poverty often induce them to move to other places. According to the report written by the Department of Social Vice and Prevention in the Ministry of Labour, Invalids and Social Affairs (MOLISA), in 2017, 2,596 cases of human trafficking were confirmed in Vietnam during the 18 month period from November 16, 2014 to May 15, 2016. The overwhelming majority of these cases were female (2,516 or 96.92%). Many of the victims live in mountainous areas on the northern border with China. One of these areas is Dien Bien Province, which is known as a high-risk province for human trafficking. Dien Bien is also ranked as one of the poorest provinces in Vietnam. It is for this reason that the project target areas are in Tuan Giao and Muong Cha districts in Dien Bien province.

The Human Trafficking Prevention for Women and Girls (HTPWG) in Dien Bien Province Project funded by Japan Ministry of Foreign Affairs (MOFA) has the overall objective of “Women and girls aged 12 to 30 in Tuan Giao and Muong Cha districts, Dien Bien Province, are empowered to reduce the risks of human trafficking and violence against women and children (VAWC)”. The project started date was April 1, 2020, and project end date is February, 28, 2023 This project was approved by Dien Bien province people’s committee at decision No. 441/QD-UBND dated on May 15th 2020 in which, the Women’s Union at district level and the Department of Labour, Invalids and Social Affairs (DOLISA) are a main actors in implementing.

The project will focus on empowering ethnic minority women and girls in order to prevent VAWC and Trafficking in Persons (TIP). It aims to achieve this by helping to improve their economic situation and by promoting women and girls-led social activities as well as an effective administrative framework for prevention against VAWC and human trafficking.

The project consists of 4 outcomes:

- (1) Women (18-30 years old) are empowered to protect themselves and their peers from the risks of VAWC/TIP through participating in activities and meeting together at community centres.
- (2) Girls (12-17 years old) are empowered to protect themselves and peers from the risks of VAWC/TIP through participating in activities.
- (3) Women/girls are empowered through strengthening their economic status.
- (4) Communities are empowered to provide safe environment for women and girls from VAWC/TIP.

The total number of the direct beneficiaries is 1,221 girls and 1,862 women living in the target 4 communes consisting of 21 villages in Tuan Giao and 3 communes consisting 18 villages in Muong Cha district. The number of indirect beneficiaries are 131,583 inhabitants in these 2 districts. Majority of both direct and indirect beneficiaries is Thai people in Tuan Giao while those is H’mong people in Muong Cha.

## 2. Purpose and Objectives of the Evaluation

### 2.1 Purpose

- To evaluate the level of accomplishment, effectiveness and sustainability of the project interventions according to project objectives and indicators.
- To help WVI-Vietnam and local partners to draw lessons learnt and provide them with practical recommendations for improving future interventions. .

### 2.2 Specific Objectives

- Project Achievements: How far have project goals been achieved? How have families, communities and child protection systems changed to protect and care for girls and women from trafficking, abuse, neglect, exploitation and all forms of violence?
- Project Effectiveness: Did the small and medium goals contribute to the higher goals? Were there any unexpected results? Was the project appropriate for the local context?
- Project sustainability: Project strategies to enhance sustainability, and sustainability assessment is conducted in five areas: (1) community ownership; (2) partnering; (3) transformed relationships; (4) household and family resilience; and (5) advocacy at local and national levels. Also identify good practices to share
- Project Equity: Evaluate project inclusion of the most vulnerable children and women, and integration of gender equity in the project.
- Provide actionable recommendations based on the evaluation findings, particularly on an exit strategy and sustainability measure.

## 3. Scope of the consultancy

### 3.1 Assigned tasks

The consultant(s) will carry out the following tasks:

- Review relevant project documents;
- *Evaluation plan*: The plan should entail a detailed technical proposal and timeline. In relation to the evaluation, the report should at least outline and explain methods, including the survey team members' roles, key informant/ stakeholder analysis, the data collection process (e.g. Data collection matrix sampling method, data collection tools and methodology, research setup, survey schedule etc.) and data analysis (e.g. the software that will be used, if any, and any limitations in the use of that software). The consultant is encouraged to add additional subsections to the report. The report will be reviewed and approved by World Vision.
- 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 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
- Support to organize a validation workshop to share the initial findings to attain comments/feedbacks on the draft report;
- Complete the final report, taking into account the comments and feedbacks from WVV and partners and send a revised report to the project team for final review;
- Prepare a presentation of the endline findings for a dissemination workshop.

The consultant(s) must consult and confirm acceptance and compliance with at least the following documents:

- Child and Adult Safeguarding Policy
- Code of Conducts for Supporting Victims of Trafficking
- Ethics for researching children, if applicable.

### 3.2 Key activities and timeframe

The evaluation is expected to be conducted from November 1, 2022, and completed in January 15 2022. An indicative timeframe is as follows but this can be adjusted after discussion based on the successful consultant's proposal.

Activity	Expected outcomes
Development of and consensus on methodologies and timeframe	An evaluation plan that describes endline tools, methodologies, budget, and schedule.
Desk review and analysis of available project documents	Main findings from review of project documents and other relevant documents.
Tools and data collection protocols developed and refined. Training for interviewers;	<ul style="list-style-type: none"> <li>• A set of questionnaire tools and data collection protocols completed with inputs from comprehensive review, feedbacks/comments from WVI-Vietnam and project partners, and results from the field pretest.</li> <li>• Interviewers equipped with necessary knowledge and skills for data collection.</li> </ul>
Quantitative survey	Report on the quantitative evaluation
Qualitative survey	
Reporting until final report finalized	<ul style="list-style-type: none"> <li>• First draft report (within 10 working days upon the completion of field work) and comments from relevant stakeholders</li> <li>• Final report in English (within 07 working days after receiving all comments and inputs on the draft report) for approval by WVI-Vietnam</li> </ul>
Dissemination of findings	Presentation of findings and recommendations for dissemination workshop

## 4. Methodology

### 4.1 Quantitative component:

Surveys will need to be conducted for three types of respondent: 12 to 17 years-old girls, women from 18-30 years-old; CPC member, caregivers, etc.

The survey will focus on 2 districts: Tuan Giao District and Muong Cha District. Around 20 community volunteers could participate in the survey as enumerators in each district. Mobile device will be used for data collection. Number of enumerators can be changed according to number of interviews needed to ensure the quality of the survey.

The surveys will use the same structured questionnaire which was used for the baseline report with slight adjustment within reason to reflect shortcomings of the previous evaluation, if any.

Some data, such as data on hotline centers, social service centers and case management agencies, is available through secondary sources so does not need to be included in a survey.

### 4.2 Qualitative component:

The consultant should propose the most appropriate mix of qualitative methods. However, based on the evaluation objectives, the main qualitative methods are expected to include:

1. **Document review:** Documents to review include the project design document, log-frame, semi-annual/annual reports, ITT, and monitoring data including year-end survey and pre/post training test results.
2. **Secondary data review:** Statistics, reports from district and commune departments relating to the project's goal of online child sexual violence.
3. **Key Informant Interviews:** To gain government partners' perspectives on the project outcomes. The partners for the interviews could include the leadership of DOLISA, DOIC, Center of Social Works and the 2 Districts' Project Management Board.

4. **Field visits/direct observation:** To verify activities and outputs delivered, and to assess their quality, it is expected that the consultant will observe a children's club/core children's group activity and visit a victim/child-at-risk supported by the project (this will be confirmed with DOLISA).

#### 5. Potential challenges and limitations

The successful consultant(s) should be able to identify limitations of the evaluation and share with all stakeholders. Below are some limitations to be aware of:

- The terminology for VAWC & TIPs can be a challenge to the assessment process. In Vietnam, the terminology related to VAWC & TIPs are borrowed from English, which may be a challenge during interview and consultation, especially with adults. Also, the fast-changing nature and terminology related to the issues may pose a challenge throughout the assessment.
- Gender equality, GBV & TIPs are still the taboo topic within Vietnamese society, which will hinder an open discussion on these issues. Embarrassment on this topic may restrain some of the informants from sharing opinions.
- In an urban context like Tuan Giao & Muong Cha district, children and caregivers may be away home from early morning until late afternoon. Also, rural people usually hesitate to accept strangers into their homes. Additionally, most respondents are H'mong and Thai/Khang ethnic minorities whose ability of communication may not be fluent in Vietnamese. WVV will minimize this potential problem by asking government partners to announce the survey agenda in advance to the targeted ward. It can also be minimized by local partners accompany the interviewer to introduce him/her to respondents. Besides, We should really be trying to recruit local language speaking interviewers or maximise the use of staff who speak these languages, especially for qualitative data collection. We will get far more information if people can speak easily in their own languages.
- Interviewing children together with caregivers in their home may influence children's responses, especially on sexual topics. Interviewers should be trained to minimise this by choosing a suitable space and ensuring enough privacy.

#### 6. Deliverables

The consultant team should fulfill the following deliverables:

- An inception report in English that covers:
  - Evaluation Plan: The evaluation plan should include description of the sampling strategies, data collection process, timeline (including data collection schedule), data analysis methods, expected limitations and report framework.
  - Questionnaire tools and interview/FGD question guides: A set of questionnaire tools interview/FGD question guides are to be completed, incorporating inputs and feedback from WVI-Vietnam and project partners. The tools should be refined after field testing.
  - Desk study findings
- A training agenda for the data collection team
- First draft report in English
- A presentation of findings to World Vision and key stakeholders in a review and feedback meeting. Feedback obtained in the presentation should be incorporated in the final report.
- Final report in English: The final report should incorporate all feedback on the draft report and comments made after the presentation of findings.
- Presentation of findings and recommendations from final report: The consultant will join the dissemination workshop to present findings and recommendations from endline evaluation.
- At the end of the consultancy, the consultant team is expected to share all data sets and related documents with WVI-Vietnam.

#### 7. Required qualifications, experience and competencies

The survey team is expected to consist of a consultant or consultant team responsible for leading the evaluation from start to finish under the management and supervision of WVV's evaluation team. The successful consultant(s) should have the following qualifications to effectively carry out the final endline:

- A post-graduate degree in social science or a related field and at least 5 years' experience in conducting external endline (preferably including evaluations on child protection). 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, M&E of development projects is preferred;
- Strong knowledge and understanding of gender equality, VAWG & TIP, especially with women & girls in Dien Bien context;
- Knowledge and understanding of the H'Mong and Thai ethnic minority groups as well as social issues in rural northern Vietnam, particularly, Dien Bien Province.
- Able to work with project staff and stakeholders at different levels;
- A strong commitment to delivering timely and high-quality results;
- Excellent written and oral communication skills in English and Vietnamese (in case of a consultant team, at least one team member must fulfill this criterion).

## 8. Timeline

The consultancy is expected to commence on November 15, 2022. The final evaluation report is to be submitted no later than January, 15 2023.

- The evaluation plan is expected to be submitted within 5 working days after the contract signing date
- Quantitative evaluation is proposed to be done in 25 November 2022
- Qualitative evaluation is proposed to be done in the 5, December 2022
- Submission for first draft report is 20 December 2022
- Submission for final report is 15 January 2023

A detailed timeline will be agreed after recruitment and included in the Evaluation Plan.

## 9. Budget and Logistics

### 9.1 Budget

The consultant fee includes meals, personal income tax and excludes transportation and accommodation.

WVI-Vietnam will arrange the transportation and accommodation related to the consultancy work for the consultant in compliance with the Procurement policy and pay directly to the supplier.

The consultant can work independently or form a team to complete this tasks.

### 9.2 Logistics

Logistics for the End of Project evaluation including the following items will be arranged by WVI-Vietnam and local partner:

- Recruit in public for data collectors as to suggestion of consultant;
- Inform the evaluation agenda to government at city, district and ward level;
- In charge of all the logistical arrangement for consultant including accommodation, transportation;
- Organize the logistics related to the data collection including training, questionnaire testing, field trip;
- Arrange staff/ people to support the data collection;
- Translated the report into Vietnamese and design, if needed;
- Organize workshop to share the result of evaluation.

WVI Vietnam will cover these logistics costs.

## 10. Submission of Bids/Proposals Technical and Financial Proposition

Interested candidates are invited to send a complete application package in English containing:

- A curriculum vitae;

- An expression of interest letter of no more than 4 pages, outlining how a consultant/ a team of consultants meets the selection criteria;
- A proposal for the evaluation, including proposed approaches, outlined timeframe, frameworks and detailed methodologies, sample size, logistics, and personnel;
- Two sample reports of external, independent project endline reports done by the consultant on child protection;
- A financial proposal that indicates the fixed total contract price, supported by a breakdown of costs. The offer must ensure that costs consists of consultant fees (meals and tax included).

**Selection Criteria**

Applications will be assessed according to the following criteria:

Assessment criteria
Qualifications
Technical proposal
Financial proposal
Total

**Contact Information:**

Interested consultants are invited to send your application package to the email address:

[WVV\\_Recruitment@wvi.org](mailto:WVV_Recruitment@wvi.org) before October 28, 2022.

**Subject: [HTPWG]\_Name of company/ consultant**

Application form includes:

- Company/ consultant profile (with information of participants).
- Link of similar products have been made.
- Proposal on methods and work implementation plan. Regarding the time frame, if it is different from the above expected frame, the consultant clearly states the proposed time frame.
- Detailed quotation.

People and Culture Department

World Vision International in Vietnam

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