

TERMS OF REFERENCE

Needs assessment DGD 2027-2031

1. About Plan International Vietnam

Founded in 1937, Plan International is a development and humanitarian organization that advances children's rights and equality for girls. We strive to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International has been working in northern and central Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to grow up physically and mentally healthy and ready to shape their future. We create an enabling environment and empower girls to be active drivers of change in realizing their rights.

2. Purpose of the need assessment

As part of the design of the five-year Belgian development cooperation program (2027–2031), Plan International Belgium (BNO) is developing a multi-country project targeting adolescent girls affected by or at risk of early marriage, informal unions, or pregnancy. The intended impact is that adolescent girls affected by or at risk of early and forced marriage, union, or pregnancy can exercise their rights and realize their full potential.

The program adopts a behavior change methodology based on the Behavior Change Wheel, including the COM-B model (Capacity – Opportunity – Motivation – Behavior). A needs assessment will be carried out in each country to identify the barriers and opportunities related to achieving the behavior change targeted by the program and to guide the design of interventions. The target behavior is that adolescent girls affected by or at risk of early marriage, union, and pregnancy have access to protection and economic opportunities and take steps to assert their rights.

The assessment will apply a gender-transformative and intersectional lens, aiming to surface power dynamics, gender norms, and structural barriers affecting adolescent girls' ability to claim their rights and access opportunities. The needs assessment follows a two-step approach:

- Phase (1): Secondary data analysis based on existing literature and available data sources;
- and Phase (2): Primary data collection to fill gaps identified in the first phase and complete the COM-B analysis.

The objective of this assignment, Phase 2, will therefore be to conduct targeted primary data collection to complement secondary evidence and complete the COM-B analysis. Phase 2 needs to generate reliable, context-specific evidence on psychological/physical capability, social/physical opportunity, and motivation factors influencing adolescent girls' behaviors related to education, marriage, SRHR, and protection.

The purpose is to conduct a study that addresses the gaps identified in the literature review (Phase 1) by examining the following aspects:

- Availability, accessibility, and safety of healthcare, psychological counselling, legal aid, community trusted addresses/shelters and educational services for adolescent girls in Lai Chau s.
- Lai Chau-specific data gaps related to actors such as adolescent girls, their families, community and religious leaders, and service providers.
- Vocational Training, Career Orientation, and Livelihood Strategies for older adolescent girls who could be at risk of child marriage as well as for married girls, young mothers, or pregnant girls

2.1 Geographical coverage

The assignment will be conducted in Lai Chau province.

2.2 Target groups

The assignment requested the collection of data on representations of government authorities, social service workers, community members, women (including married, in-union, unmarried, and mothers, with or without disabilities), and parents in Lai Chau:

- Adolescent girls (11-14, 15-19), particularly girls and vulnerable groups (representation of different ethnic groups, people with disabilities...);
- Spouses (Partners / Husbands)
- Parents/caregivers;
- School staff and teachers will work as the primary duty bearers, as they are working with students in targeted schools;
- Service providers (school counsellors, healthcare workers at schools and communities), and other allied services;
- Local government staff
- Community leaders, including religious leaders, village elders and influencers in the communes.

2.3 Users of the need assessment

The intended users of this data are Plan International Belgium, Plan International Viet Nam, and relevant partners.

Dissemination of findings:

Findings of the assessment will be disseminated to participants who are involved in the activities in order to get their feedback/comments. Dissemination activities will be organized by PIV through the project's workshop among partners, stakeholders, and participants. The consultants will be invited to participate and do presentations.

3. Methodology

3.1 Methods for COM-B Data Collection and Analysis

The consultants/ experts are expected to be responsible for describing the overall assessment design, data sources to be used (including sampling), methodology and data collection tools that are best suited to the assignment and local context. The consultants/ experts are required to use different data collecting methods if needed, such as:

- Desk review: review the phase one result, tool guidance (to be provided), and other relevant documents.
- Direct observation.
- Key informant interviews.
- Questionnaires.
- Focus group discussions.

The survey design and methodology will be discussed and agreed with PIV M&E team and with the implementing partners at the beginning of the consultancy. The consultants/ experts are also expected to provide child friendly and simple ethical methods so that youth and adolescents, vulnerable people can participate in a safe manner, appropriate to their age, gender and abilities

3.2 Sample

The sample is proposed as the table below:

Data collection methods	Sample	Total (3 communes)
Questionnaires	- Adolescent girls (11-14, 15–19; married, in-union, unmarried, mothers, pregnant, with/without disability) - Parents/Caregivers of adolescent girls - Partner/ Husbands	- 384/ 3 communes - 384 /3 communes - 384 (*) /3 communes
FGDs	- With adolescent girls (including those currently married, formerly married, or pregnant) both in schools and in communes, as well as those who have dropped out of schools and girls with disability if possible - With parents/caregivers of adolescent girls - With partners/ husbands - Teachers - Service providers at commune who are health care workers, school counsellors, child protection officers and legal aid officers	- 2 FGDs/ EM groups/Commune - 2 FGDs/ EM groups/Commune - 2 FGDs/ EM groups/Commune - 1 FGDs/ EM groups/Commune - 1 FGD//Commune
KII	- KII with representatives of youth in communes such as Youth Unions, Women Unions - Community leaders, including religious leaders, village elders and influencers	- 4 KIIs /Commune - 4 KIIs/Commune

The consultants/ experts (team) will be invited to discuss with PIV team an appropriate sampling methodology and size that is statistically valid and cost-effective, based on information provided by the project team to ensure that necessary information can be collected. All data, qualitative and

quantitative collected through the study must be disaggregated by sex. Both the sample size and revised tools will be discussed and agreed with PIV project team before the commencement. ((*): *to be considered*).

4. Ethics and Child Protection

PIV is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall 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. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

A risk assessment will be conducted by the safeguarding focal points and the consultant team before implementing the baseline survey to mitigate foreseen risks for children, youths and participants in the survey.

The selected consultant(s) will be requested to sign in Plan International Global Safeguarding Children and Young People policy and Anti-fraud, Anti-bribery and Corruption policy.

Level of Contact with Children:

High level: Interaction with children in consultations is required. The consultants must comply with Plan's child protection policy and standards throughout the research process

Note: Before implementing data collection, the consultants must get Ethics Approval by a recognized university or a national ethics committee or PLAN-Ethics Review Team (Feedback from ERT will be provided within 4 weeks' timeframe from submission. For sensitive applications initial feedback may take longer, and there may be multiple rounds of feedback (with adequate time needed to action and review feedback/ revisions)).

5. Key Deliverables

List key deliverables expected from the evaluator(s) during the evaluation process are as below:

- Inception Report in English (no more than 20 pages) including:
 - o An updated timeline;
 - o Detailed methodology, including draft sampling methodology and size;
 - o Adapted data collection tools based on global guidance. (The consultant is recommended to use PII's tools, and there is no need to develop a tool set.)
 - o Ethical review and ethics approval;
 - o Consent forms for primary data collection;
 - o (Draft) methods for data analysis;
 - o Brief justification of the methods and techniques used (including relevant underlying values and assumptions/ theories) with a justification of the selections made (e.g. Of persons interviewed).

Final sampling methodology (including unit of sampling and sampling frame) and size. Final Data Collection Tools, and set of forms which is deployed in Kobo Toolbox application (the account is provided).

- Cleaned Data (including data files (e.g. Excel, SPSS), transcripts of qualitative data, syntax/ code books etc.)
- Data analysis following COM-B framework and template
- Complete the Need Assessment template report, fulfil all gap information and recommendations from phase 1, (including Executive Summary.)
- Final report (no more than 20 pages) must include: Description of target groups, COM-B analysis of factors influencing behaviour and recommendations for programme design
- Presentation for the finding workshop.

6. Timeline and Estimated Working Days

The consultancy is estimated to be undertaken from the 1st of October. The mission is expected to last till the 30th of November 2025. The consultancy team is expected to have maximum 2 persons (one Team leader and one team member)

A detailed timeline will be worked out jointly with the consultants after recruitment but a preliminary timeline for the key deliverables is:

Task/ Deliverable	Deadline	Estimated No. of working days (for the whole consultant team)
Finalization of TOR and public announcement	25 September	TLs & M&E Team & Plan Belgium team
Contract with Consultancy Team	1 Oct	
Inception report in English (<u>Toolkit in Vietnamese and English</u> , Ethics Review Application package)	8 Oct	5 days
Finalise the inception report based on the feedback from PIV	10 Oct	2 days
Prepare schedule for field work (Online Training for Enumerators, Ethics Review Approval)	30 Oct	1 day
Field work / Field Data Collection	From 1- 10 Nov	7 days
Data entry, cleaning, and analysis	14 Nov	4 days
Prepare draft report	21 Nov	5 days
Presentation of the findings	24 Nov	1 day
Consultation, feedback collection, refine report, incorporating in the report	26 Nov	2 days
Submission of final report to PIV	28 Nov	N/A

Total working days for 3-person team of consultancy		27 days
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7. Budget

The consultants are required to propose a detailed budget for this consultancy together with the technical proposal and submit to PIV for review and approval. The budget should include number of working days and daily rate for the lead consultant(s) and in-country team members. The consultancy fee does not include travel, field work and logistic costs that will be paid for directly by PIV.

Table of Payment Schedule:

Milestone	Amount to be Paid (%)
Submission of Inception report to PIV and upon Plan Vietnam's approval	30
Submission of final reports and remaining key deliverables to PIV and upon Plan Vietnam's approval	70

8. Management

Consultant(s) will conduct the assessment based on the workplan and methodology agreed with Plan International Vietnam MERL and TLs team.

MERL Team Leader in PIV Country Office will be the focal person to coordinate the consultant hire, work plan, methodology and review reports to ensure the report meets criteria.

Provincial Partnership Managers (PPMs) at Lai Chau Program Units are focal persons and responsible to coordinate and arrange the field work, meetings, invite key relevant stakeholders for interviews, FGDs ... during field data collection as well as input comment during finalization of the reports.

9. Qualifications and Experience of the Consultants

PIV is looking for a consultant/expert (or a group of experts) with strong records in conducting evaluation related to community development and empowerment, participatory development and methodologies, asset-based community development, gender-based violence, child marriage prevention, youth activism, particularly in Vietnamese and mountainous, ethnic minority community's context. The consultants/ experts will need respect and credibility within the field, excellent knowledge of monitoring and evaluation in theory and practice, and a good understanding of policy work.

Required Competencies:

- Demonstrable expertise (5 to 10 years) on community participatory development and empowerment, asset-based community development, community engagement and policy advocacy, GBV with gender sensitizing.
- Demonstrable experience (5 to 10 years) in designing and conducting quantitative and qualitative research/evaluation of complex programs and ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately;
- Strong analytical skills and previous experience in data entry using statistical analysis software;

- Experience in undertaking participatory research and consultations.
- Knowledge of Vietnam governance and cultural context.
- Knowledge of women's and children's rights: previous experience conducting research with children and vulnerable groups would be considered an asset;
- Excellent and demonstrated understanding of Child Protection and ethical issues in research.
- Excellent written and verbal communication and reporting skills in English.

10. Contact

Consultants/ experts who are interested in taking this consultancy, please submit the proposal package in English via email to: Van.PhamThiHongVan@plan-international.org

11. Applications

Interested applicants provide a proposal covering the following aspects:

- Detailed response to the TOR.
- Proposed methodology.
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies.
- Proposed timelines.
- CVs
- Example of previous work.
- Detailed budget, including daily fee rates, expenses, taxes, etc.

The deadline for submitting the proposal package will be **no later than 24:00, 05th October 2025**. Only short-listed consultant groups will be contacted for interview.