

## TERMS OF REFERENCE (TOR)

### Consultancy to Conduct Data Collection and Knowledge, Attitudes, and Practices (KAP) Survey for the *Zurich Climate Resilience Alliance (The Alliance) – Vietnam Country Programme*

**Project Location:** Quang Tri Province, Vietnam

**Duration of Consultancy:** September – November 2025

**Lead Organisation:** Plan International Vietnam

**Implementing Partner:** Provincial Red Cross

## 1. Background

Plan International Vietnam (Plan) is implementing the **Zurich Climate Resilience Alliance (The Alliance) – Vietnam Country Programme** in Quang Tri province.

The Alliance Vietnam project aims to strengthen inclusive, multi-level systems for Disaster Risk Management (DRM) and climate resilience. The project focuses on:

- Strengthening DRM coordination systems and policies at provincial and national levels;
- Integrating women and youth into advocacy, planning, and decision-making spaces on DRM and Climate Change Adaptation (CCA);
- Enhancing community resilience, response, and recovery to climate and weather-related events.

By 2035, the project envisions functioning, inclusive systems where resilience is embedded across community practices and national policy.

The data collected will complement the research providing further insights into the Knowledge, Attitudes and Practices (KAP) against the project's **M&E framework indicators** assessing **knowledge, attitudes, and practices** related to DRM/CCA, Gender Equality and Social Inclusion (GESI), and community resilience. This will inform progress measurement and adaptive management going forward.

## 2. Objectives of the Consultancy

1. Establish baseline values for key project indicators as defined in the M&E framework (short-, medium-, and long-term outcomes).
2. Assess knowledge, attitudes, and practices of communities, women, youth, local government agencies (LGAs), and other stakeholders regarding:
  - DRM, including DRM planning, disaster risk resilience and CCA awareness,
  - Inclusive decision-making,
  - Use of tools (e.g., DRMP tool),
  - Participation of women and youth in resilience-building.

3. Generate evidence to refine project strategies, validate the Theory of Change pathways, and strengthen monitoring and evaluation.

### 3. Scope of Work

The consultant/firm will:

#### a) Inception Phase

- Review project documents: ToC narrative and visual, M&E framework, workplans, and relevant secondary data.
- Develop a detailed **survey methodology** (quantitative + qualitative) using KAP questionnaires covering household surveys, Focus Group Discussions (FGDs), and Key Informant Interviews (KIIs).
- Prepare a **Sampling Strategy** ensuring representation of target provinces (Quang Tri) and key groups (women, youth, LGAs, Village Saving Loan Groups (VSLGs), schools).
- Draft baseline tools aligned with indicators (see Annex).
- Provide the training on methodologies and tools of data collection for data collectors (existing field workers).

#### b) Data Collection

- Conduct household surveys (sample size to be determined with project team).
- Administer KAP surveys among target populations.
- Facilitate FGDs with community groups (children (girl and boy groups), Civil Defense Committee, youth groups, Community Response Team, women group, men group), women's/youth unions, and Champions of Change (CoCs).
- Conduct KIIs with provincial/national DRM agencies (e.g., VDDMA, Civil Defense Steering Committee), CSOs, and other stakeholders.
- Ensure GESI-sensitive, ethical, and inclusive approaches in data collection.

#### c) Data Analysis & Reporting

- Analyze baseline and KAP data using quantitative and qualitative methods.
- Populate baseline values for each relevant indicator in the M&E framework.
- Provide insights on knowledge/attitude gaps, gender/youth participation, and institutional readiness.
- Prepare a **Baseline & KAP Survey Report** with findings, recommendations, and indicator tables.

### 4. Deliverables

The deliverables and proposed timelines are presented in the table below. All reports will be submitted in English, with an executive summary provided in Vietnamese.

No. Deliverable	Description	Proposed Timeline
1 <b>Inception Report</b>	Detailed methodology, survey design, tools, and sampling plan.	End of <b>Week 2</b>
2 <b>Survey Tools</b>	Finalized questionnaires, FGD guides, and KII guides (approved by project team).	End of <b>Week 2</b>
3 <b>Clean Dataset</b>	Quantitative dataset (SPSS/Excel/CSV) and qualitative transcripts (FGDs/KIIs).	End of <b>Week 6</b>
4 <b>Baseline &amp; KAP Survey Report</b>	Max. 40 pages; includes executive summary, methodology, findings by indicator, KAP analysis, and recommendations.	Draft by <b>Week 8</b> ; Final by <b>Week 9</b>
5 <b>PowerPoint Presentation</b>	Summary of methodology, key findings, and recommendations to project team and stakeholders and follow-up questions.	<b>Week 9–10</b>

## 5. Qualifications of Consultant/Firm

- Advanced degree in social sciences, climate change, DRM/CCA, development studies, or related fields.
- At least 10 years of experience in designing and conducting baseline/KAP surveys for resilience, climate, or DRM projects.
- Proven expertise in quantitative and qualitative research methods, data analysis, and reporting.
- Demonstrated understanding of GESI-sensitive evaluation approaches.
- Familiarity with Vietnam’s DRM/CCA policy context preferred.
- Strong writing and presentation skills in English and Vietnamese.

## 6. Duration and Level of Effort

Activity	Timeline	Estimated Days
Desk Review & Tool Design (Inception phase – review of project docs, methodology, sampling, tool development)	Week 1–2	12
Training for on methodologies and tools of data collection for data collectors + Field Data Collection (household surveys, KAP questionnaires, FGDs, KIIs across target provinces)	Week 3–5	22
Data Cleaning & Analysis (quantitative & qualitative)	Week 6–7	11
Draft Reporting (baseline indicator values, KAP analysis, recommendations)	Week 8	10
Finalization & Dissemination (final report, dataset, presentation to stakeholders and follow-up questions)	Week 9–10	5

Activity	Timeline	Estimated Days
<b>Total</b>	<b>8–10 weeks</b>	<b>60 working days</b>

## 7. Reporting & Supervision

The consultant/firm will report to the project’s M&E Specialist cum Project Field Coordinator, Plan International Vietnam. Regular coordination meetings will be held to review progress.

## 8. Key Indicators to be Measured (from M&E Framework)

- Increased knowledge and awareness of individuals, households, LGAs on DRM and CCA.
- Change in practices of households and LGAs in community-based DRM.
- Increased awareness and engagement of women and youth.
- Participation and visibility of women and youth in decision-making spaces.
- Commune budgets and plans developed using the DRMP tool.
- GESI considerations in recommendations, decision-making, and budgets.
- Improved community resilience, response, and recovery to climate/weather events.
- Shift in power dynamics and inclusion of women and youth in policy-making.
- List of project indicators will be shared to recruited Consultant(s) later.

### Sample Size and Stakeholder Matrix

A structured matrix should define:

- Target groups (women, men, EM groups, PWDs)
- Sampling size per commune
- Data collection tools (survey, FGD, KII)
- Roles of local partners

Sample size submitted to Plan should follow the table format below for each research area (Gender Analysis, Identification of potential livelihood models, and Market assessment and Value chain analysis)

Research area	Data collection by consultant	Data collection methods	Tool		Sample			Notes
			Existent	To be reviewed and revised by consultant	Stakeholder	Location	Minimum number	
	Yes	Questionnaires	(x) KAP Survey	x	- With men, women - With village heads - Agricultural cooperatives, household businesses, and local enterprises - With people with disabilities (if any) - Commune and village leaders,	Project communes in Quang Tri province		
	Yes	FGDs		x	- With men - With women (parenting group, Village Saving and loans groups; - Existing economic interest and collaboration groups in communes - Village heads - With people with disabilities (if any) - Local government staff at communal and provincial levels	Project communes in Quang Tri province:		Focus of data collection
	Yes	KII with partners and stakeholders		x	- Leaders of communes and government agencies - Agricultural cooperatives, household businesses, and local enterprises. - Provincial Department of Agriculture and Environment and Women Union and commune's leaders	Project communes in Quang Tri province		Focus of data collection

## 9. Budget

- Estimated budget: consultant must propose all fees, taxes, and field costs

## 10. Ethics and Child Protection

Plan 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.

The survey will follow strict ethical standards and Plan International's safeguarding policies. Participation will be voluntary, and all data will be anonymized. Informed consent will be obtained from all respondents. The university partner will support any necessary ethical approval processes if needed.

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:

Low level: Interaction with children in consultation is not required.

## 11. Management

Plan Country office will take responsible for overseeing the Consultancy services that including contract, monitoring of consultant's timeframe and expected detailed deliverables mentioned in the ToR.

The consultant(s) will conduct the Data Collection and KAP Survey based on the workplan and methodology agreed with Plan International Vietnam.

The the project's M&E Specialist cum Project Field Coordinator will be the focal person to coordinate the work plan, methodology and review reports to ensure the report meets criteria.

Plan Program Unit will provide logistic arrangement and technical/financial support during travel time as well as participating in consultation with the consultant(s) when requires.

Consultant(s) will take responsible for the whole process and expected deliverables which are mentioned above.

## 12. Application Procedure

Send the following to [Thuc.NguyenDang@plan-international.org](mailto:Thuc.NguyenDang@plan-international.org) by **23:59 PM, 26 September 2025**:

- Technical proposal including methodology, timeline, team, and ethics plan
- Financial proposal (in VND)
- CVs of consultants
- Examples of relevant past work

Only short-listed consultant groups will be contacted for interview.