



## **Call for quotations**

*Endline DESCRIPTIVE STUDY for the  
TALK programme, Vietnam*

*Ref: VVOB\_2026\_001*

## PUBLIC PROCUREMENT SUMMARY

Reference	VVOB_2026_001
Object	A descriptive study on the situation of teacher professional development (TPD) and leadership skills of school leaders in TALK project provinces
For VVOB	Vietnam
Nature	Service
Description of the services to be provided	See point 2
Procedure	Negotiated procedure without prior publication but with announcement
Deadline for submitting quotations	31 March 2026
Contract duration	April – November 2026
Estimated start date	April 2026
Information session and/or site visit	See point 3.2
Budget range	40,000 – 50,000 EUR
Conditions to participate	See point 3.3.8.1 (exclusion grounds) See point 3.3.8.2 (qualitative selection criteria)
Content of the quotation	See point 3.3.1 (data to be included in the quotation)
Technical and financial evaluation criteria	See point 3.3.8.3 (award criteria)
Contact person for questions	<a href="mailto:phuong.nh@vob.org">phuong.nh@vob.org</a> with <a href="mailto:procurement.vn@vob.org">procurement.vn@vob.org</a> always in copy

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# 1. GENERAL PROVISIONS

## 1.1. CONTRACTING AUTHORITY

The contracting authority of this public procurement contract is VVOB Belgium, non-profit organisation, with its registered office at Julien Dillensplein 1, 1060 Brussels, Belgium, acting through its office: VVOB Vietnam Office, 01 Da Phuoc 8 street, Ngu Hanh Son ward, Danang, Vietnam, Tel: +84 (0)236 3923332.

For this procurement contract, the lead office is VVOB Vietnam, represented by Mrs. Karolina Rutkowska, Country Programmes Manager of VVOB Vietnam, who will sign the award letter, and if applicable the service contract following the procurement process, and who is mandated to do so and to represent VVOB towards third parties.

## 1.2. RULES GOVERNING THE PROCUREMENT

The specific administrative and contractual provisions that apply to the public procurement contract and procedure are, among others:

- The Law of 17 June 2016 on public procurement contracts (Law Public Procurements)
- The Law of 17 June 2013 on justifications, notifications and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors (RD 2)
- The Royal Decree of 14 January 2013 establishing the general implementation rules for public procurement contracts and for concessions for public works (RD 1)

An all-encompassing overview of all applicable Belgian regulations regarding the public contracts is available for consultation through the website [www.publicprocurement.be](http://www.publicprocurement.be).

This contract is equally subject to:

- The specifications in this call and in its appendices, and any notes, standards or documents referred to. The tenderer is deemed to have taken note of this and to have taken it into account when preparing their bid.
- All laws and regulations concerning the requested products and materials (e.g. CE conformity etc.)
- The General Data Protection Regulation: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.
- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data;
- VVOB's Codes of Conduct.

Any additions, amendments and replacements to the aforementioned laws and other documents on the date of their entry into force with due observance of any transitional provisions.

## 1.3. PROCESSING OF PERSONAL DATA BY THE CONTRACTING AUTHORITY

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Quotations with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian Law of 30 July 2018 on the

protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

The bidder undertakes to comply strictly with the obligations provided for by the GDPR and Belgian law on the protection of personal data, regarding the processing of data entrusted to them by the Contracting Authority or collected by the bidder on behalf of and at the request of the Contracting Authority.

If the bidder reasonably considers that other agreements should be concluded in order to comply with the applicable legislation, the bidder will proactively inform the contracting authority. In any case, the bidder must cooperate in good faith with the contracting authority in order to comply with the applicable legal provisions at all times.

For all questions regarding the protection of personal data, the bidder may contact the Contracting Authority's Data Protection Officer or his designate.

We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

## 1.4. CONFIDENTIALITY

The bidder and/or contractor as well as the contracting authority are bound to secrecy towards third parties with regards to any confidential information obtained within the framework of this procurement, and will not disclose this information without obtaining the necessary written prior consent of the other party. An exception is made for the disclosure of confidential information to third parties that are involved in the assignment, in which case parties undertake to adequately inform the involved parties of their confidentiality obligations and their required compliance as such.

## 1.5. GENERAL CONDITIONS OF SALE

By participating in this procurement, the bidder waives their sales conditions and endorses the purchase conditions of VVOB.

See service contract in Annex C.

## 2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

This procurement is a contract for services to conduct an Endline Descriptive Study and is not divided into lots. The contract is not reserved to specific economic operators such as sheltered workplaces, people with disabilities, disadvantaged people and protected professions.

### 2.1 Summary

This procurement situates itself in a 5-year capacity development programme 'TALK – Preschool Teachers Apply Language-rich Teaching Skills and Knowledge'. Following TALK's operational design and monitoring and evaluation framework, an endline descriptive study will be conducted to capture the status of classroom practices and of school leadership practices following the TALK intervention, with a focus on school leaders' competences to lead the development of Language Rich Learning Environment (LRLE) in preschools and to build teachers' capacity to apply LRLE in classrooms. Findings from this endline descriptive study will be informed by, and draw on evidence extracted from the previous and current studies including an impact research at student level – conducted by The Vietnam National Institute of Educational Sciences (VNIES), a pedagogical change study at teacher level – conducted by Southern Cross University (SCU), a baseline descriptive study, and midterm KAP survey. The endline descriptive study will also inform the reporting on the accomplishment of TALK's outcomes and related results.

## **2.2 Background of TALK programme**

Through the TALK programme (2022–2026), VVOB Vietnam collaborates closely with the Ministry of Education and Training (MOET), the provincial department of education and training (DOET), school leaders, and teachers. The programme aims to strengthen their capacity as key duty bearers in effective language instruction and school leadership. TALK’s overarching goal is to enhance the holistic development of young children in ethnically diverse regions of Vietnam, with a particular focus on improving language outcomes.

To achieve this, TALK implements a three-pronged approach:

- Capacity development on emergent literacy, language-rich learning environments, and process-oriented child monitoring.
- Capacity development in effective school leadership.
- Impact research to assess the effectiveness of the TALK programme.

## **2.3 Description of the endline descriptive study consultancy assignment**

The endline descriptive study is aligned with the TALK evidence framework and draws on both newly collected endline data and findings from existing TALK studies, including children impact research (East-Asia Pacific Early Childhood Development Scales - EAP-ECDS), teacher pedagogical change research, baseline descriptive study, and midterm indicator measurement. The study provides a system-level understanding of changes in practices, capacities, and processes following the TALK intervention.

The contracted consultancy team will lead the endline descriptive study. This includes conducting and analysing three core data collection components - KAP surveys, in-depth interviews, and focus group discussions. The consultancy team will also synthesise and triangulate findings from structured observational methods (TPD observation and classroom observation) implemented by designated technical teams from SCU and VVOB, including further analysis and manipulation of these datasets as necessary. In addition, the consultancy team will synthesise and triangulate evidence across the other TALK studies described above and will be responsible for producing the final endline descriptive report.

The endline descriptive study is intended to accomplish the following specific objectives:

- a) To understand, at endline, the knowledge, attitudes, and practices of school leaders related to effective pedagogical school leadership and TPD, and of preschool teachers related to the development of LRLE/EL.
- b) To describe how training, coaching, peer learning, and leadership practices are delivered within the TPD system across DOET, ECE networks, and schools to support school leaders and teachers in implementing LRLE, with particular attention to support for teachers in satellite classes.
- c) To generate observational evidence on how teachers implement LRLE/EL in classrooms and how school leaders exercise pedagogical leadership and TPD skills in practice to support teachers, based on in-person observations of classrooms, school-based TPD sessions, and post-lesson coaching.
- d) To identify notable progress over time by triangulating findings from the baseline descriptive study, midterm indicator measurements, and other relevant TALK studies.
- e) To assess endline accomplishment against the planned targets of TALK’s log-frame results’ indicators.

## **2.4 Methodology**

The endline descriptive study adopts a mixed-methods design, combining quantitative (KAP survey), qualitative (in-depth interviews and focus group discussions), and structured observational approaches (class observation and TPD observation). The selected contractor is expected to conduct an endline

descriptive study comparing baseline and endline measurements, with endline data collected and analysed partly by the contractor and partly by VVOB and SCU, and to triangulate the findings with results from other TALK studies, and to consolidate all evidence into one comprehensive synthesis report.

Questionnaires for a KAP survey, in-depth interviews (IDIs) and focus group discussions (FGDs), as well as the TPD observation tool will need to be developed based on previous tools developed by VVOB and relevant literature. These tools will need to be piloted with respondents who share the same characteristics as the target population of this endline study prior to official data collection. Class observation will employ the Early Language and Literacy Classroom Observation (ELLCO) tool used by SCU team in their current research in teachers’ pedagogical changes following the TALK interventions. The table below presents the overview of data collection methods and the designated teams.

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**Overview of data collection methods and responsibilities**

<b>Data collection methods</b>	<b>Primary focus</b>	<b>Data collection and analysis responsibility</b>
Quantitative large-scale survey (KAP survey)	Teachers’ and school leaders’ knowledge, attitudes, and practices related to LRLE and effective school leadership	Contracted consultant team
Qualitative methods (In-depth interviews, focus group discussions)	Experiences, perceptions, and implementation related to LRLE and TPD (Ts, SLs, ECE networks, DOETs)	Contracted consultant team
Structured classroom observation	Teachers’ classroom observational practices related to LRLE/EL	SCU team
Structured TPD observation	School leaders’ practical competences in delivering TPD activities (training, coaching, peer learning)	VVOB team
Triangulation from other TALK studies	Child outcomes, pedagogical change, and midterm indicator measurement	VNIES, SCU, and VVOB

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**2.5 Target population and sampling strategies**

The endline descriptive study needs to be conducted in the TALK project’s target provinces: Quang Tri, Gia Lai, and Tuyen Quang. Within these provinces, the TALK project directly targets a total of 255 pre-schools in 84 communes (or 15 districts before restructuring) across the 3 provinces. These schools were reached via 2 cohorts of intervention. The first cohort consisted of 120 pre-schools (of 39 communes or 6 target districts) that started from year 1 (2022); while cohort 2, comprising 135 pre-schools (of 45 communes or 9 target districts) started from year 2 (2023). In addition, a cohort 3 including the remaining 324 pre-schools of 141 communes across the 3 provinces (before restructuring) started receiving a simplified intervention led by the DOETs from year 4 (2025). A total of 10,397 teachers and 1,677 school leaders from 579 preschools across the 3 provinces received capacity development under the TALK programme.

The sampling strategies are described in the Annex A: Endline Descriptive Study Plan. Although a detailed descriptive study design, sampling strategies, and implementation plan have been developed, the recruited consultant team is required to review the design thoroughly and refine it into a final, feasible study design

and analysis plan. The finalized plan should be methodologically rigorous, context-sensitive, and clearly justified, ensuring data quality, credibility, and relevance to the study’s objectives and scope.

Below is the summary of the sample size:

Provinces	# school	KAP Survey (36 schools)		IDI (18 schools + 3 DOETs)		FGD (18 schools + 3 ECE Networks)		CO (18 schools)	TPD Observation (18 schools)
		# SLs	# Ts	# DOET ECE	# SLs	# ECE members	# Ts	# Classes	# TPD sessions
Tuyen Quang	12	24	120	1	6	10	60	12	6
Quang Tri	12	24	120	1	6	10	60	12	6
Gia Lai	12	24	120	1	6	10	60	12	6
<b>Total</b>	<b>36</b>	<b>72</b>	<b>360</b>	<b>3</b>	<b>18</b>	<b>30</b>	<b>180</b>	<b>36</b>	<b>18</b>

## 2.6 Scope of work

The contracted consultant team will have a central role in coordinating, analyzing, synthesizing, and reporting data for the endline descriptive study, in accordance with the descriptive study plan. Key tasks include:

### 2.6.1 Data collection

The consultant team will take full responsibility for the preparation, tools development, coordination, and quality assurance of the following data collection methods:

- Quantitative KAP survey with preschool teachers (n=360) and school leaders (n=72), including instrument development, piloting, administration, data entry, and analysis.
- Qualitative data collection through 18 IDIs with school leaders and 3 IDIs with provincial DOET ECE representatives; and 18 FGDs with teachers and 3 FGDs with ECE network members, including tool finalization, piloting, transcription, coding, and analysis.
- All data collection activities happen in-person at the respondents’ workplace.

### 2.6.2 Data integration

The consultant team will integrate analyses made by other TALK partners, including:

- Structured classroom observation (CO) analysis by SCU, including further analysis and manipulation of the CO dataset as necessary.
- Structured TPD observation analysis by the VVOB team, including further analysis and manipulation of the TPD observation dataset as necessary.
- Findings from other TALK studies, including Impact research (VNIES), Pedagogical change research (SCU), Baseline descriptive study, and Midterm indicator measurement (VVOB).

### 2.6.3 Data analysis and synthesis

- Clean, code, and prepare all datasets for analysis, ensuring consistency in variables, formats, and documentation.
- Conduct quantitative analysis of KAP survey data, including descriptive statistics and cross-tabulations, in line with the TALK MEAL framework.
- Conduct thematic analysis of qualitative data from IDIs and FGDs.
- Integrate quantitative, qualitative, and observational findings through systematic triangulation.
- Identify patterns, similarities and differences in findings, and notable changes over time through comparison of the Descriptive Study baseline and endline, and through triangulation with findings from other TALK studies.

#### 2.6.4 Reporting

- Produce a comprehensive endline descriptive study report aligned with TALK indicators and reporting requirements.
- Develop tables, figures, and narrative synthesis suitable for programme reporting and learning.
- Ensure the report is coherent, readable, and analytically robust.
- Present findings to VVOB and relevant stakeholders.

### 2.7 Deliverables and deadlines

Deliverables	Deadlines
Del 1: Inception report: <ul style="list-style-type: none"> <li>- Document review of TALK project document, relevant TALK studies as well as relevant literature)</li> <li>- Descriptive study design and approach</li> <li>- Data collection tools and tested results</li> <li>- Descriptive study matrix and Data collection plan</li> <li>- Data analysis, triangulation, and reporting framework</li> <li>- Consent and Personal data protection</li> <li>- Risks, limitations, and mitigation measures</li> </ul>	30 July 2026
Del 2: Data collection (following the sample size and data collection plan)	15 September 2026
Del 3: Draft report version 1 and version 2 <ul style="list-style-type: none"> <li>- Following the Data analysis and reporting framework</li> <li>- Incorporating feedback</li> <li>- Cleaned and well-documented datasets</li> </ul>	V1: 15 October 2026 V2: 30 October 2026
Del 4: Report presentation to VVOB and other stakeholders	15 November 2026
Del 5: Presentation of endline descriptive study findings at project closure workshop	November 2026
Del 6: Final report submission	30 November 2026

### 2.8 Coordination and support

The consultant team will be fully responsible for all logistical and financial aspects of the study, including data collection and quality control. VVOB will facilitate introductions to stakeholders and provide reasonable support where needed.

The consultant team should note that this study requires the consultant(s) responsible for data analysis and reporting to facilitate data collection activities and, where required, to be physically present during field data collection in order to ensure data quality and sufficient contextual understanding.

The consultant team will work closely with the VVOB team for:

- Background information on the TALK project and implementation context, secondary data, findings from other TALK studies, and introductions to local partners.
- Coordination with SCU, VNIES, and VVOB team for data sharing and clarification. (Each data collection team remains responsible for the quality of the data they collect. The consultant team is responsible for integration, synthesis, and final reporting).

## **2.9 Ethical considerations, consent, and data protection**

The consultant team shall ensure that all data collection and research activities are conducted in accordance with ethical research principles and applicable Vietnamese laws and regulations on data protection and privacy.

Specifically, the consultant team will be required to:

- Obtain informed consent from all research participants prior to data collection, clearly explaining the purpose of the study, the voluntary nature of participation, confidentiality measures, and the intended use of data.
- Ensure that participation is voluntary and that participants may withdraw at any time without negative consequences.
- Protect the confidentiality and anonymity of all respondents by removing personal identifiers from datasets and reports.
- Store all data securely and restrict access to authorized personnel only.
- Use collected data solely for the purposes of this study and in accordance with agreed data-sharing protocols.
- Comply with relevant Vietnamese laws and regulations on data protection, privacy, and research ethics, as well as VVOB's internal data protection and safeguarding requirements where applicable.

Any ethical concerns arising during data collection or analysis must be promptly communicated to VVOB and addressed in accordance with agreed procedures.

The consultant team is required to explore the full Endline Descriptive Study Plan in Annex A.

## **3. PROCEDURES FOR THE PROCUREMENT CONTRACT**

### **3.1. AWARD PROCEDURE**

This public contract is a negotiated procedure without prior publication in accordance with Belgian public procurement law.

## 3.2. CONTACT PERSON, SITE VISIT AND INFORMATION SESSION

Contact persons for questions about this call: Mr. Phuong Hoang Nguyen/ [phuong.nh@vvob.org](mailto:phuong.nh@vvob.org) (MEAL Advisor) with [procurement.vn@vvob.org](mailto:procurement.vn@vvob.org) in copy.

Any questions can be sent by mail to the contact person, by mentioning the reference of the call for quotations in the subject of the mail. Spoken communication is only permitted to communicate other messages than those referring to the documents of the call or to the quotation, on the condition that sufficient proof is kept of the verbal communication (e.g. a written note, recording, transcript, summary, etc.).

Site visit: no site visit provided.

Information session: Information session optional before submission of the quotation

- Date and time: 10<sup>th</sup> March 2026, at 9:00-10:30
- Place: Online via Zoom link:  
<https://us06web.zoom.us/j/82990626330?pwd=baxQGyAoD98j0oIlC4nlOmjtLI5DeB.1>

## 3.3. QUOTATIONS

### 3.3.1. Data to be included in the quotation

The quotation must consist of the following documents and information:

**a. Administrative section of the quotation, including at least**

- identity of the bidder: business name, legal form, nationality, address, telephone number, email address, contact person and Tax Identification Number, Social Security Number.
- proof regarding compulsory grounds for exclusion (see requested documents in point 3.3.8.1.a)
- proof of compliance with the tenderer's obligations regarding the payment of taxes and social security contributions (see requested documents in point 3.3.8.1.b)
- declaration on honour concerning compliance with VVOB's Codes of Conduct (see point 3.3.8.1.c) and compliance with Sanctions Laws (see point 3.3.8.1.d) and compliance with United Nations regulations (see point 3.3.8.1.e)
- proof regarding the qualitative selection criterion (see point 3.3.8.2)
- proof that the signatory is authorised to sign for the company
- account number with denomination on which the payments must be made, stating the name and address of the bank and the BIC/SWIFT code

**b. Technical section of the quotation**

Technical offer with the description of the proposed services

The applicant delivers a proposal in English that should contains:

- Technical proposal, including:
  - Endline Descriptive Study design, including strategies to address potential bias or social desirability effects
  - Data collection methods and approaches for the quantitative large-scale survey (KAP survey) and qualitative methods (In-depth interviews, focus group discussions).
  - Sampling strategies and procedures (based on the provided sampling strategies and the selected schools)

- Anticipated methods and approaches to data analysis, synthesis and triangulation – including triangulating findings from other TALK studies.
- Ethical considerations and personal data protection measures
- Deliverables with detailed number of working days, trips, number of experts joining each activity, etc., per deliverable.
- Gantt chart (timeline) and adherence to timeline for each deliverable
- Proven expertise:
  - Each consultant team member’s biography and references to relevant assignments with following information: contracting entity, year of execution of services, title of services, country of services, role in service
  - CV in annex for each member of the team
  - If in a consortium, division of responsibilities for each party
- One expert with international experience (i.e. a non-Vietnamese citizen, such as an expatriate based in Viet Nam or abroad, or a Vietnamese national currently based and professionally affiliated outside Viet Nam) and the expert’s CV. Provide clear tasks of the expert, including but not limited to the followings:
  - Ensuring the quality and rigor of the study methodology, data analysis, synthesis, and triangulation of findings across datasets and studies.
  - Proofreading the report to strengthen clarity, readability, and overall coherence.
  - Contributing international perspectives to the interpretation and presentation of findings.
- At least 2 references to previous evaluation clients that can be contacted
- At least 2 previous reports or studies or accessible links to reports/publications that the consultant has completed that demonstrates quality of work and relevant experience.

**c. Financial section of the quotation, consisting of**

- The completed and signed price list provided in ANNEX B
- (Unit) price, excluding VAT/PIT
- VAT/PIT amounts per unit
- (Unit) price, including VAT/PIT
- Total amount of the quotation, including VAT/PIT, expressed in numbers and in full characters.
- A detailed quotation is required, clearly breaking down the following elements:  
Consulting unit rate (per day), number of working days, and number of experts involved in each activity/deliverable.  
Logistics cost including travel, accommodation, meal, meeting venues, interpretation, etc for each activity/deliverable. This should also include all related field costs.

**\*Note:**

- Annex E is referenced for field cost norms
- Annex F is for reference in preparing the detailed breakdown of the quotation, and bidders may adjust it as appropriate.

### **3.3.2. Subcontracting, price reductions, variants and options**

- Recourse to subcontractors:

The use of subcontracting is allowed only for contracts between the bidder and the individual consultant(s) whose CVs are an intrinsic part of the proposal; in such cases, the bidder shall indicate in their quotation the part of the contract they may intend to subcontract and the subcontractors proposed.

- The proposal of price reductions is not allowed.
- A does not allow the submission of free variants.
- A does not allow the submission of options.

### 3.3.3. Validity of the quotations

Submitted quotations shall be valid for 90 calendar days from the final date for submission of offers. The same deadline shall apply to the BAFO from the final date of submission of BAFO.

### 3.3.4. Pricing and price components

#### PRICING

The quantities are fixed (contract with global price)

The prices are mentioned in VND. The total amount of the offer is expressed in numbers and in full characters.

#### ELEMENTS CONCLUDED IN THE PRICE:

The proposed price is all-inclusive and includes all administrative, transport, delivery, customs clearance and all other possible costs related to the delivery and execution of the contract. The proposed price includes all possible applicable taxes and/or levies.

Prices are provided without VAT/PIT and VAT/PIT included.

The bidder establishes the amount of his quotation according to his own calculations and estimates, taking into account the content and scope of the contract.

The unit prices and global prices of each item of the pricelist, if any, shall be determined by respecting the relative value of these items with respect to the total amount of the tender. All general and financial costs, as well as the proceeds, are divided proportionally between the various items according to their importance.

The contract does not allow refundable costs.

#### VERIFICATION OF THE PRICE

The bidder shall provide all indications permitting the comparison of prices or costs as requested by the contracting authority. The correction of errors can be carried out by VVOB.

### 3.3.5. Submission of the quotations

#### 3.3.5.1. Offers submitted by email

The signed quotations must be submitted in English/Vietnamese by email to [procurement.vn@vvob.org](mailto:procurement.vn@vvob.org) before 31<sup>st</sup> March 2026 and mention in object: 'VVOB\_2026\_001\_Name of bidder'

Quotations submitted late (after this deadline) will be retained but will not be counted towards the award of the contract. In the case of submission of a BAFO (best and final offer), the same provisions apply. See below 'Negotiations'.

The bidder may submit only one quotation for this contract.

The estimated date for the awarding of the contract is May 2026.

#### 3.3.5.2. Derogation from Article 14, § 7 of the Law on Public Procurements

Considering article 14, §2, 1° of the law on public procurements, it would not be appropriate to impose the obligation to use electronic means of communication referred to in article 14, §7 of the law.

The nature of the underlying contract in question is such that national or regional economic operators do not have equal access to the requirements linked to the use of the Belgian federal 'e-Procurement' platform. The technical characteristics may therefore be discriminatory and may restrict economic operators' access to the award procedure, particularly with regard to the speed and quality of the internet connection, as well as the quality of the electricity transmission network. Moreover, the particular formats of electronic signatures envisaged by this platform are not yet compatible with the information and communications technology in use.

#### **3.3.5.3. Languages**

The offers must be submitted in English.

#### **3.3.5.4. A single quote per order**

Irrespective of any variants, the tenderer may only submit one tender per contract.

In this case, each participant in a group of economic participants without legal status as identity is considered as a tenderer.

However, submitting an initial offer does not constitute an obstacle to negotiating, submitting subsequent offers or submitting a BAFO.

The tenderer shall submit their tender in a single copy.

#### **3.3.5.5. End date for the receipt of the offers**

Quotations must be submitted to VVOB before the end date and time for receipt of the quotations.

This limit is specified in the quotation request.

#### **3.3.5.6. Late offers**

Offers submitted late will not be accepted.

#### **3.3.5.7. Modification or withdrawal of an already submitted offer**

The amendment or withdrawal of an offer that has already been submitted must comply with the provisions of Article 43 of the RD.

### **3.3.6. Opening of the quotations**

The quotation must be in the possession of the contracting authority before the final submission date and time specified in point 2.3.5 'Submission of the quotations'. The tenders shall be opened behind closed doors.

### **3.3.7. Overview of the evaluation procedure and negotiations**

In a first phase, the quotations will be evaluated as to selection ( see 3.3.8.1. exclusion grounds and 3.3.8.2. qualitative selection criteria) and to regularity (see 3.3.1. data to be included in the quotation). In application of the art. 76 of the Law, regularising substantial irregularities is possible.

In order to be compliant,

- the quotation must be signed;
- the quotation must contain all the information and documents requested in this call for quotations;
- the quotation must propose services that conform to what is expected and described by VVOB;
- the provider must meet the minimal selection criteria referred to in points 3 and 4 of this call.

If any information or documents provided by the bidder appear to be incomplete or incorrect, or if certain documents are missing, VVOB may request the bidder in question to submit, supplement, clarify or explain the information or documents concerned within an appropriate time period. This option in no way obliges VVOB to give bidders this opportunity.

Quotations that do not conform could be rejected, notably in application of article 76 of the Royal decree of 18 April 2017, and could not be admitted to the technical and financial evaluations.

If the bidder does not use the documents (forms, pricelist, etc. if any) attached to this call for quotations, they shall bear full responsibility for ensuring that the documents used correspond exactly to those provided for.

In a second phase, the formally and materially regular quotations will be evaluated as to content by an evaluation commission by applying the award criteria stated in the procurement documents (see 3.3.8.1)

During the second phase, VVOB reserves the right to negotiate on the conditions of the quotations or not (improvement of the proposed conditions: price or other).

In case of negotiations, VVOB will conclude the negotiations by proposing to submit a BAFO (best and final offer). No changes/adjustments/regularisations whatsoever can be made to the BAFO submitted.

The award criteria and the minimum requirements certainly do not qualify for negotiations.

VVOB may or may not conduct negotiations in stages, whereby the number of offers to be negotiated is limited by applying the award criteria. Since the contracting authority reserves the right to negotiate only with the best placed candidates, tenderers are invited to indicate their best price in their tenders.

### **3.3.8. Selection of bidders**

#### **3.3.8.1. Exclusion criteria**

In accordance with Article 39 of the RD 1, the fact of submitting an offer constitutes an implicit declaration on honour that the bidder is not in one of the situations of exclusion referred to in Articles 67 to 69 of the Law (Belgian Law of 17 June 2016 on public contracts (Official Gazette of 14 July 2016) and the Royal Decree of 18 April 2017 on public contracts in the conventional sectors (Belgian Official Gazette of 9 March 2017)).

##### **a. Compulsory grounds for exclusion**

The contracting authority shall, at any stage of the procedure, exclude the bidder from participation in the award procedure if it is established that the bidder has been convicted through a final judgment on the merits for one of the following offences:

- i. participation in a criminal organisation
- ii. corruption
- iii. fraud
- iv. terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
- v. money laundering or terrorist financing
- vi. child labour and other forms of trafficking in human beings
- vii. employment of illegally staying third-country nationals

Evidence to be submitted by the bidder:

Declaration on honour in ANNEX D

##### **b. Exclusion ground relating to tax and social security debts**

At any stage of the award procedure, the contracting authority shall exclude the participation of a bidder who does not fulfil their obligations relating to the payment of taxes or social security contributions

Evidence to be submitted by the bidder:

Declaration on honour in ANNEX D

c. Compliance with VVOB's Codes of Conduct

Compliance with VVOB's Codes of Conduct is extremely important to the contracting authority. Any bidder found to be in default on this point will be automatically excluded from the procedure.

The bidder will conduct themselves at all times in accordance with (i) VVOB's General Code of Conduct, (ii) VVOB's Child protection policy and (iii) VVOB's Youth protection policy (hereinafter the Codes of Conduct). The Codes of Conduct form part of VVOB's Integrity Policy, which can be consulted at [www.vvob.org](http://www.vvob.org): <https://www.vvob.org/our-identity/our-policies>

The Codes of Conduct may be updated on a regular base and it is the bidder's responsibility to ensure compliance at all times.

The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.

In case of credible accusations that the bidder or one of their staff members, branches or (sub)contractors has violated the Codes of Conduct, VVOB may terminate the contract with immediate effect and without compensation through written notification.

VVOB may decide to suspend the agreement temporarily in anticipation of the investigation into an alleged breach of the Codes of Conduct by means of a written notification sent to the bidder.

Evidence to be submitted by the bidder: declaration on honour in ANNEX D

d. Compliance with Sanctions Laws

The bidder represents and warrants by submitting an offer that neither they nor any personnel, affiliates or (sub)contractors:

- is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the 'Sanctions');
- is the target of Sanctions pursuant to the country or territory where they are located, organised or resident;
- will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws;
- has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.

Evidence to be submitted by the tenderer: declaration on honour in ANNEX D. By submitting their offer, the bidder and the head of organisation of the bidder give their express consent to a vetting of the person or legal entity and head of the organisation and any other individual named in the proposal by VVOB by subjecting them to a sanctions list screening using cloud-based software.

e. Compliance with United Nations regulations

The bidder declares by submitting an offer that they comply with all applicable laws, rules and regulations; industry standards; ILO and UN conventions, including but not limited to the UN Universal Declaration of Human Rights; the UN Convention on the Rights of the Child; the UN convention on Elimination of Discrimination against Women; the UN Global Compact; the UN Convention against Corruption and the OECD Guidelines for Multinational Enterprises.

Evidence to be submitted by the tenderer: declaration on honour in ANNEX D

### **3.3.8.2. Qualitative selection criteria**

The selection criteria (qualitative selection) are the following.

#### **1<sup>st</sup> qualitative selection criteria**

Aside from one expert with international experience as described above, the consultant team must be Vietnamese, largely based in Vietnam, with a strong background and proven experience in early childhood education (ECE) in Viet Nam, including familiarity with national ECE policies, curricula, and implementation contexts, except the international expert who play the role as an advisor throughout the endline descriptive study process.

Evidence to be submitted: CVs of consultant team members

#### **2<sup>nd</sup> qualitative selection criteria**

Experience with conducting research or evaluation studies of development interventions in the education sector in Vietnam as evidenced by at least three relevant assignments carried out in the past five years by the lead consultant and/or a senior team member. At least one of them should have a minimum of three such assignments in the past five years.

Evidence to be submitted: CVs of team members that includes reference to relevant assignments with following information: contracting entity, year of execution of services, title of services, country of services, role in service.

#### **3<sup>rd</sup> qualitative selection criteria**

Proven track record of conducting **mixed-method (quantitative and qualitative) research or evaluation studies**, demonstrating ability to synthesise evidence across multiple data sources and studies, as evidenced by at least three relevant assignments completed in the past five years by the lead consultant and/or a senior team member.

Evidence to be submitted: CVs of team members that includes reference to relevant assignments with following information: contracting entity, year of execution of services, title of services, country of services, role in service.

#### **4<sup>th</sup> qualitative selection criteria**

Written and oral full professional proficiency in English of at least the lead consultant, with proven experience producing analytical reports and presenting findings in English.

Evidence to be submitted: CV + two sample reports or accessible links to reports/publications from relevant assignments.

#### **5<sup>th</sup> qualitative selection criteria**

The consultant team has a contracted expert with international experience in the field of educational research (i.e. a non-Vietnamese citizen, such as an expatriate based in Viet Nam or abroad, or a Vietnamese national currently based and professionally affiliated outside Viet Nam). Tasks of the expert are clear assigned.

Evidence to be submitted: CV + descriptions of tasks to undertake throughout the endline descriptive study.

Bidders who do not meet these selection criteria will be rejected and their offer will not be admitted to the technical and financial evaluations.

### **3.3.8.3. Award criteria**

VVOB will award the contract to the provider who has submitted the most economically advantageous offer as determined on the basis of the following awarding criteria:

### 3.3.8.3.1. TECHNICAL CRITERIA

a) Technical criteria with allocation of points (weight 60/100 points)

a1) Relevant professional experience of the team

Evidence: CV, biography and relevant assignments of each team member

Sub-criterion	Max. score
The team has experience with conducting evaluations and/or research of development interventions in the ECE sector in Vietnam. Experience working in ethnic minority and disadvantaged contexts in Viet Nam is a plus.	10
The team has experience in the Teacher professional development (TPD) system, Language Development in ECE, pedagogical school leadership and/or coaching in TPD, within the Vietnamese education system.	5
The consultant team has experience in conducting large scale KAP Surveys, In-depth interviews, Focus group discussions.	5

a2) Quality of the technical proposal

Sub-criterion	Max. score
The proposal is clear and in line with the outlined endline descriptive study objectives and the predefined design and methodology, and presents concrete strategies, approach and methods for data collection, analysis, synthesis, triangulation and reporting in line with the deliverables.	20
The proposal is appropriate to the context of Vietnam and demonstrates context-sensitive data collection and analysis approaches that enhance validity	5
The proposal identifies key risks (e.g., access to schools, data reliability) and offers realistic mitigation strategies.	5
The proposal is realistic in terms of timing and working days and in line with the proposed delivery dates.	10

Proposed teams having technical criteria scoring below 60% of the 60 points will be rejected (minimum 36 points / 60)

*Scoring rules: The contracting authority assesses this award criterion based on the extent to which each tender meets the requirements set out under each sub-criterion. Each sub-criterion is assessed independently and awarded a score up to the maximum score indicated. The score for the technical criteria is calculated by adding the scores awarded for all relevant sub-criteria. The maximum total technical score*

is 60 points. The assessment is based on the quality, relevance, clarity, feasibility and consistency of the submitted documents, taking into account the evidence provided by the bidder.

- **PRICE CRITERION (weight 40/100 points)**

Evaluated on the basis of the proportionality rule whereby the cheapest offer receives 40 points.

Offers that were rejected during the technical evaluation are not considered during the price evaluation.

#### **3.3.8.4. Possibility of not awarding or concluding the contract**

The conclusion of the procedure does not imply an obligation to award or conclude the contract. The contracting authority may refrain from awarding or concluding the contract, or may reopen the procedure in another way, if necessary.

#### **3.3.8.5. Concluding the procurement contract**

The service provider is invited by email to sign the completed service contract in Annex C. The contract is thereafter confirmed by sending a notification letter

## **4. SPECIAL CONTRACTUAL PROVISIONS**

### **4.1. PLACE OF DELIVERY, DURATION AND END OF THE CONTRACT**

See service contract in Annex C

### **4.2. EXTENSIONS AND REPETITIONS**

Extensions: without object

Repetitions: without object (not possible)

### **4.3. TERMS OF PAYMENT**

See service contract in Annex C

### **4.4. BIDDER RESPONSIBILITIES DURING THE EXECUTION OF THE CONTRACT**

See service contract in Annex C

### **4.5. DELAY PENALTIES**

The imposition of delay penalties for failure to comply with the execution period is done in accordance with Article 154 of the Belgian Royal Decree of 14 January 2013.

### **4.6. BAIL**

No bail is required for this contract.

## 4.7. DISPUTES

See service contract in Annex C

## 4.9. INTELLECTUAL PROPERTY

See service contract in annex C

## 4.10. MODIFICATIONS OF THE CONTRACT (ART 37 TO 38/19 RD 1)

### 4.10.1 The value of the change is minimal (38/4)

The contracting authority has the right to change the initial tender unilaterally if the following conditions are respected: 1° the scope of the contract remains unaltered; 2° the modification is limited to 10 % of the initial awarded amount. The essential terms and conditions can only be modified with reasons, to be mentioned in an amendment.

### 4.10.2 Replacement of the contractor (Art. 38/3)

Provided that they meet the selection and exclusion criteria set out in this document, a new contractor may replace the contractor with whom the initial procurement contract was agreed in cases other than those provided for in Art. 38/3. The contractor submits their request as quickly as possible by registered post, stating the reasons for this replacement and providing a detailed inventory of the state of supplies and services already performed, the new contractor's contact details and the documents and certificates which the contracting authority cannot access free of charge. The replacement will be recorded in an amendment dated and signed by all three parties. The initial contractor remains liable to the contracting authority for the performance of the remainder of the procurement contract.

### 4.10.3. Price revision (Art. 38/7)

Prices are fixed for the duration of the contract (no price revision allowed).

### 4.10.4. Unforeseen circumstances (Art. 38/9)

As a rule, the contractor is not entitled to any modification of the contractual terms due to circumstances of which the contracting authority was unaware.

A decision of the Belgian Government or donors to suspend cooperation with a partner country is deemed to be unforeseeable circumstances within the meaning of this article.

## ANNEXES

<i>ANNEX A.</i>	<i>Endline Descriptive Study Plan</i>
<i>ANNEX B.</i>	<i>Quotation</i>
<i>ANNEX C.</i>	<i>Service contract</i>
<i>ANNEX D.</i>	<i>Declaration of honour</i>
<i>ANNEX E.</i>	<i>Cost norm</i>
<i>ANNEX F.</i>	<i>Cost breakdown template</i>

# Annex A: Endline Descriptive Study Plan

**Project:** TALK

**Location:** Quang Tri, Gia Lai, Tuyen Quang

**Time:** April-November 2026

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## 1. Introduction

Through the TALK programme (2022–2026), VVOB Vietnam collaborates closely with the Ministry of Education and Training (MOET), the provincial department of education and training (DOET), school leaders, and teachers. The programme aims to strengthen their capacity as key duty bearers in effective language instruction and school leadership. TALK's overarching goal is to enhance the holistic development of young children in ethnically diverse regions of Vietnam, with a particular focus on improving language outcomes.

### TALK Theory of Change

TALK programme employed the following theory of change (ToC) in its design:

- For the most disadvantaged children in ethnically diverse and disadvantaged districts to be better prepared for learning in primary school, school leaders and teachers in pre-schools must have the competencies to differentiate teaching and to lead and create language-rich learning environments (LRLE).
- To realise change in classroom practice, school leaders must build the capacities to establish enabling environments for teachers' professional development (TPD) based on their specific needs in specific context.
- To scale the intervention and guarantee sustainability of the results, an evidence base must be established by doing research and disseminating its results to provincial and national education systems.

Based on the ToC, the programme interventions focus on building capacities of the duty bearers in the education system namely preschool teachers, preschool leaders and Early Childhood Education (ECE) education officials at all levels. These interventions are formulated into following main approaches.

**Capacity-development for teachers** aims to create language-rich learning environment applied to emergent literacy with attention for wellbeing and involvement. **Language-rich learning environment (LRLE)** refers to an encouraging learning context that is purposefully designed and used by the teacher to provide the necessary stimuli to effectively develop children's language competences. Teachers create a LRLE by setting up a functional physical space and by creating multiple and diverse opportunities to use language, interact, encourage, and support children to explore and play with language. The assumption is that improved learning attitudes and language skills formed in the early years will increase the likelihood of all children to continue their education longer.

**Capacity development for school leaders** aims to create an enabling environment for collaborative and reflective learning, especially for teachers working in satellite classes. School leaders' practice of teacher professional development (TPD) currently focuses on ensuring practical management and compliance with national's curriculum. Notwithstanding collaborative learning is present in the institutionalised professional teacher meetings, the effectiveness of this practice is still restrained by the cultural value of hierarchy, impacting open reflection between school leaders and teachers as well as between teachers<sup>1</sup>.

In addition, **school-based TPD** is also challenging due to a preschool consisting of one main premise with multiple satellite classes. Since the majority of school-based TPD is organized in a face-to-face modality at the main school, teachers working in the satellite classes are expected to travel to the main premises to participate

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<sup>1</sup> McAleavy, T., Tran, HT.H. and Fitzpatrick, R. (2018). *Promising practice: government schools in Vietnam*. Berkshire: Education Development Trust.

in the professional development activities. Adding the travel time to the main school strongly limits these teachers' participation in TPD activities as well as coaching by the school leaders and ECE network members.

To further entrench changes in the education system, the TALK project provides capacity development trajectories for DOET ECE network members and DOET ECE officials. The interventions emphasize and strengthen their role as change agents for school leaders and teachers. By taking on a more coaching and growth-enabling role, DOET officials provide active support and focused guidance to school leaders. While the provincial ECE networks train, coach, and organize peer-learning moments for teachers and school leaders to establish LRLE in their schools, DOET officials coach and support school leaders in developing effective school-based TPD that enables teachers to improve children's language development.

### **Geographic coverage and target beneficiaries**

The TALK project directly targets a total of 255 pre-schools (of 15 districts before restructuring) of three provinces in Vietnam namely Tuyen Quang, Quang Tri, and Gia Lai, with 2 cohorts of intervention. The cohort one consisting of 120 pre-schools (of 6 target districts) starting from year 1 (2022); while cohort 2, comprising 135 pre-schools (of 9 target districts) starting from year 2 (2023). In addition, a cohort 3 including the remaining 324 pre-schools of the 3 provinces (before restructuring) starting intervention through scaling by the DOETs from year 4 (2025). A total of 10,397 teachers and 1,677 school leaders from 579 preschools of across the 3 provinces.

### **Existing studies and research:**

**TALK Impact research** (baseline-endline; control vs. Intervention) has been conducted by VNIES with the baseline assessment in 2023 and the endline assessment in 2026. This study uses the Asia Pacific Early Childhood Development Scales (EAP-ECDS) framework to assess developmental outcomes of ECE children aged 4-5. Comparisons between baseline and endline results, and between control and intervention groups inform findings on changes in children's developmental outcomes and the impact of the TALK intervention.

**Research on changes in teachers' pedagogy** (baseline-endline) has been implemented by Southern Cross University (SCU), Australia, with baseline data collected in 2024 and endline data collected in 2026. The study aims to generate evidence of classroom LRLE practices by examining teachers' pedagogical changes between the two data collection points and assessing the impact of TALK intervention. Data collection employs the Early Language and Literacy Class Observation (ELLCO) tool, complemented by follow-up interviews with teachers. The study addresses the research question of what impact the TALK intervention has on teachers' capacity to create a language-rich learning environment that supports preschool children's language development and emergent literacy in disadvantaged, ethnically diverse provinces in Viet Nam.

**A baseline descriptive study** was conducted in 2022 to generate information on existing TPD systems and practices in three TALK provinces, as well as leadership skills of education managers at different levels within the provincial TPD system. The baseline study also examined teachers' knowledge, attitudes, practice (KAP) related to language development and LRLE. Results of the baseline study informed the development of material packages and capacity development trajectories on LRLE and School Leadership.

**TALK midterm indicator measurement:** To generate monitoring data on progress toward project's indicators at midline, as specified in TALK Indicator-sheet, a KAP Survey was administered to selected teachers and school leaders, following the sampling strategy, to measure their capacity in LRLE and effective school leadership.

Following TALK's operational design and MEAL Framework/Indicator-sheet, an **endline descriptive study** will be conducted to capture the status of classroom practices and school leadership practices following the TALK

intervention, with a focus on school leaders' competences to lead the development of Language Rich Learning Environment (LRLE) in preschools and to build teachers' capacity to apply LRLE in classrooms. Findings from this endline descriptive study will be informed by, and draw on evidence extracted from, the previous and current studies including impact research, pedagogical change study, baseline descriptive study, and midterm KAP survey described above. The endline descriptive study will also inform reporting on the accomplishment of TALK's outcome and related results.

The endline descriptive study is aligned with the TALK evidence framework and draws on both newly collected endline data and findings from existing TALK studies, including children impact research (East-Asia Pacific Early Childhood Development Scales - EAP-ECDS), teacher pedagogical change research, baseline descriptive study, and midterm indicator measurement. The study provides a system-level understanding of changes in practices, capacities, and processes following the TALK intervention.

### **Overall roles and responsibilities:**

A contracted consultancy team will lead the endline descriptive study. This includes conducting and analyzing three core data collection components - KAP surveys, in-depth interviews, and focus group discussions. The consultancy team will also synthesize and triangulate findings from structured observational methods (TPD observation and classroom observation) implemented by designated technical teams from SCU and VVOB, including further analysis and manipulation of these datasets as necessary. In addition, the consultancy team will synthesize and triangulate evidence across the other TALK studies described above and will be responsible for producing the final endline descriptive report.

### **2. Endline descriptive study's objectives:**

The endline descriptive study is intended to accomplish the following specific objectives:

- a) To understand, at endline, the knowledge, attitudes, and practices of school leaders related to effective pedagogical school leadership and TPD, and of preschool teachers related to the development of LRLE /EL.
- b) To describe how training, coaching, peer learning, and leadership practices are delivered within the TPD system across DOET, ECE networks, and schools to support school leaders and teachers in implementing LRLE, with particular attention to support for teachers in satellite classes.
- c) To generate observational evidence on how teachers implement LRLE/EL in classrooms and how school leaders exercise pedagogical leadership and TPD skills in practice to support teachers, based on in-person observations of classrooms, school-based TPD sessions, and post-lesson coaching.
- d) To identify notable progress over time by triangulating findings from the baseline descriptive study, midterm indicator measurements, and other relevant TALK studies.
- e) To assess endline accomplishment against the planned targets of TALK's log-frame results' indicators.

### **3. Study design and methodology**

The endline descriptive study adopts a mixed-methods design, combining quantitative (KAP Survey), qualitative (in-depth interviews and focus group discussions), and structured observational approaches (Class observation and TPD observation). A selected contractor is expected to conduct an endline descriptive study comparing baseline and endline measurements, with endline data collected and analyzed partly by the contractor and partly by VVOB and SCU, and to triangulate the findings with results from other TALK studies, and to consolidate all evidence into one comprehensive synthesis report.

Questionnaires for a KAP survey, in-depth interviews (IDIs) and focus group discussions (FGDs), as well as the TPD observation tool will need to be developed based on previous tools developed by VVOB and relevant

literature. These tools will need to be piloted with respondents who share the same characteristics as the target population of this endline study prior to official data collection. Class observation will employ the Early Language and Literacy Classroom Observation (ELLCO) tool used by SCU team in their current research in teachers’ pedagogical changes following the TALK interventions. Table 1 and Table 2 below present the overview of sample sizes and data collection methods with the designated teams.

Table 1 **Summary of sample sizes**

Provinces	# School (across 3 cohorts)	KAP Survey (36 schools)		IDI (18 schools + 3 DOETs)		FGD (18 schools + 3 ECE Networks)		CO (18 schools)	TPD Observation (18 schools)
		# SLs	# Ts	# DOET ECE	# SLs	# ECE members	# Ts	# Classes	# TPD sessions
Tuyen Quang	12	24	120	1	6	10	60	12	6
Quang Tri	12	24	120	1	6	10	60	12	6
Gia Lai	12	24	120	1	6	10	60	12	6
<b>Total</b>	<b>36</b>	<b>72</b>	<b>360</b>	<b>3</b>	<b>18</b>	<b>30</b>	<b>180</b>	<b>36</b>	<b>18</b>

Table 2: **Overview of data collection methods and responsibilities**

Data collection methods	Primary focus	Data collection and analysis responsibility
Quantitative large-scale survey (KAP survey)	Teachers’ and school leaders’ knowledge, attitudes, and practices related to LRLE and effective school leadership	Contracted consultant team
Qualitative methods (In-depth interviews, focus group discussions)	Experiences, perceptions, and implementation related to LRLE and TPD (Ts, SLs, ECE networks, DOETs)	Contracted consultant team
Structured classroom observation	Teachers’ classroom practices related to LRLE/EL	SCU team
Structured TPD observation	School leaders’ practical competences in delivering TPD activities (training, coaching, peer learning)	VVOB team
Triangulation from other TALK studies	Child outcomes, pedagogical change, and progress over time	VNIES, SCU, and VVOB; Triangulation by contracted consultant team

### 3.1 Quantitative Large-scale survey: KAP Survey.

Knowledge – Attitudes - Practices (KAP) questionnaire, using predefined and standardized instruments, will be administered to 360 selected preschool teachers teaching children aged 3–5 in 36 sampled preschools across 3 cohorts in 3 provinces, following the sampling strategy described below (120 Ts per province, distributed equally across 3 cohorts). Data from KAP survey will be used to assess teachers’ knowledge, attitudes, and practices related to LRLE/EL and to generate findings generalizable to the teacher population,

disaggregated by cohort. The KAP survey questionnaire will be based on the instruments previously used by VVOB, with any adjustments made only where necessary and without altering key elements. This approach ensures consistency in addressing objectives (d) and (e) of the endline descriptive study.

The KAP survey will also be administered to 72 SLs (two per school) in the 36 sampled schools. Data from the school leader KAP survey will be used to assess knowledge, attitude, and practice related to effective TPD and to generate findings generalizable to the target school leader population, disaggregated by cohort.

The KAP survey sample size is based on purposive and stratified random sampling, as outlined in Table 3.

- **Provinces (n=3):** The large-scale survey (KAP) will be conducted in 3 cohorts of intervention across 3 TALK’s target provinces.
- **Communes (n = 18):** The sampling frame comprises 225 communes across three cohorts in three provinces (Cohort 1 = 39; Cohort 2 = 45; Cohort 3 = 141). Communes will be screened against two eligibility criteria: (i) having at least 3 schools within the commune, and (ii) not having schools currently participating in other TALK-related studies (implemented by VNIES or SCU). Eligible communes will then be stratified by cohort within each province. From each cohort in each province, 2 communes will be randomly selected, resulting in 6 communes per province. Across 3 cohorts and 3 provinces, this results in a total sample of 18 communes.
- **Preschools (n = 36):** From the list of schools in the selected communes, preschools will be screened against the following eligibility criteria: (i) having at least 10 teachers, including a minimum of 3 teachers working in satellite classes; and (ii) having at least 2 school leaders who have participated in the CD trajectory on school leadership. Among eligible schools within each selected commune, 2 preschools will be randomly selected. If a selected commune does not have at least 2 eligible schools, an alternative commune will be randomly selected from the same cohort and province, following the same commune selection procedures described above. With 2 schools selected from each of the 18 communes, this results in a total of 36 preschools across the 3 provinces.
- **School leaders (n=72):** Within each selected preschool, 2 school leaders who have participated in the CD trajectory on school leadership will be purposively selected. With 2 school leaders selected from each of the 36 preschools, this results in a total sample of 72 school leaders across the 3 provinces.
- **Preschool teachers (n=360):** Within each selected school, 10 teachers, of whom about 5 teachers working in satellite classes, will be purposively selected, subject to their availability and willingness to participate in the study. The ratio between teachers working in the main school and those working in the satellite classes can be based on the context of each school; however, this ratio should be within 30%:70% interchangeably. The total teacher selected for the KAP survey is 360 teachers (n=360). This was calculated using Raosoft Sample Size Calculator, based on the total number of target teachers across 3 cohorts in the 3 TALK’s provinces (n=10,397), with a 5% margin of error and a 95% confidence level.

Table 3: **Sample size of KAP survey**

Provinces	# of Schools	# of School leaders	# of Teachers
Tuyen Quang	12	24	120
Quang Tri	12	24	120
Gia Lai	12	24	120
<b>Total</b>	<b>36</b>	<b>72</b>	<b>360</b>

### 3.2 Qualitative methods: In-depth Interview, Focus Group Discussion

In-depth interviews (IDIs) and focus group discussions (FGDs) are employed to gain an in-depth understanding of the status of the TPD system and practices across levels (schools, ECE networks, DOET), as well as school leaders' competencies related to school leadership and effective TPD, and teachers' capacity related to LRLE/EL. These qualitative methods complement the quantitative KAP survey and structured observational methods (classroom and TPD observations) by enabling triangulation of findings. Questions for IDIs and FGDs will be based on the instruments previously used by VVOB for the baseline descriptive study, ensuring consistency in addressing the objectives of this endline descriptive study.

At school level, IDIs and FGDs will be conducted in 18 selected schools, which do not overlap with the 18 schools selected for structured classroom and TPD observations. A total of 18 IDIs will be conducted with SLs (one per school), and 18 FGDs with teachers (10 teachers per FGD, totalling 180 teachers). Teacher selection for FGDs ensures representation from both main and satellite classes. Although school contexts may influence the final selection, the proportion from each location is maintained within a 30% - 70% range.

At the provincial level, one IDI per province is conducted with a representative from each DOET ECE (3 IDIs total), and one FGD per province is conducted with ECE network (3 FGDs total, 10 participants per FGD). Each FGD includes 5 members from Cohort 1 and 5 from Cohort 2 to ensure balanced representation across cohorts. Table 4 below summarizes the sample sizes for IDIs and FGDs at both school and provincial levels.

Provinces	DOET ECE officials for IDIs	School Leaders for IDIs	ECE Network members for FGD	Teachers for FGD (50% main & 50% satellite)
Tuyen Quang	1	6	10	60
Quang Tri	1	6	10	60
Gia Lai	1	6	10	60
<b>Total</b>	<b>3</b>	<b>18</b>	<b>30</b>	<b>180</b>

### 3.3 Structured Class observation and TPD observation:

**Structured classroom observations** are conducted to generate descriptive evidence of teachers' classroom practices, including the presence of LRLE/EL. Observations are conducted in 18 schools (distinct from the schools selected for qualitative IDIs and FGDs), with two classes observed per school. Observed classes are selected from teachers who also participated in the KAP survey and include a balanced representation of main school and satellite classes, the three cohorts, and both single-age (3, 4, 5) and multi-age group classes. Data collection will consist of classroom observations using the ELLCO tool, with optional follow-up interviews with teachers, subject to the consultant's assessment of potential observation bias.

Data collection and analysis are conducted (by the SCU team), and findings and clean datasets are shared with the contracted consultant team for integration into the final endline descriptive report.

**Structured TPD observations** are conducted to document school leaders' competences in delivering TPD activities in preschools. A total of 18 observation sessions will be carried out, covering activities such as PTM/peer learning sessions, training sessions, and post-lesson discussions (coaching) facilitated by the school leader. These observations complement findings from IDIs, FGDs, and the KAP survey by providing direct evidence of school leadership and TPD practices in action.

In terms of sampling, TPD observations will be conducted with school leaders in the remaining 18 schools of the 36 schools sampled for the KAP survey, excluding the 18 schools selected for school-level IDIs. Data collection and analysis are conducted by the VVOB team, with findings shared with the contracted consultant team for further analysis and integration into the final endline descriptive report.

#### **4. Data analysis and Reporting framework**

The contracted consultant team will play a central role in analyzing and synthesizing data from all sources to produce the final endline descriptive study report. Their responsibilities span data management, quantitative and qualitative analysis, integration of observational data, triangulation, reporting, and quality assurance. The framework below outlines the main components of their work.

##### **4.1. Data management and preparation**

- Receive and consolidate all raw datasets from each data collection team:
  - KAP survey data and Qualitative data (IDIs and FGDs) collected by the contracted consultants
  - Structured classroom observation data (from SCU)
  - Structured TPD observation data from VVOB
- Conduct data cleaning, coding, and preparation for analysis, ensuring consistency in variables, formats, and labels across datasets.
- Prepare a secure and well-documented database for analysis.

##### **4.2. Quantitative analysis**

- Analyze KAP survey data to generate descriptive statistics (means, percentages, distributions,...) disaggregated by cohort, province, and school type (main/satellite).
- Examine patterns, trends, and variations in teachers' and school leaders' knowledge, attitudes, and practices.
- Apply VVOB's adapted "5-level framework of CD pass-rate" to classify respondents' capacity based on their survey scores, providing a structured assessment of strengths and gaps.
- Conduct cross-tabulations and other relevant analyses to explore relationships between variables, as defined in the TALK's MEAL framework/Indicator-sheet.

##### **4.3. Qualitative analysis**

- Transcribe, code, and analyze IDIs and FGDs from schools, DOET, and ECE networks using thematic analysis or other qualitative methods.
- Identify recurring themes, patterns, and illustrative examples related to LRLE, school leadership, and TPD practices.
- Integrate insights with quantitative findings to strengthen evidence interpretation.

##### **4.4. Integration of observational data**

- Review and synthesize classroom and TPD observation data and analyses from SCU and VVOB teams.
- Identify examples of classroom practices, TPD delivery, and school leadership competencies.
- Integrate observational findings with survey and qualitative data to provide a comprehensive picture of practice at the school level.

#### **4.5. Triangulation and cross-study synthesis**

- Draw on evidence from other TALK studies (VNIES impact research, SCU pedagogical change research, VVOB baseline descriptive study, and midterm indicator measurement).
- Triangulate quantitative, qualitative, and observational data to validate findings, identify convergence and divergence, and strengthen overall evidence credibility.

#### **4.6. Reporting and visualization**

- Develop structured reporting of findings, including narrative synthesis, tables, and figures aligned with TALK MEAL framework.
- Highlight changes over time, differences across class locations (main vs. satellite), cohorts and provinces, and key successes and challenges.
- Provide clear, evidence-based conclusions and recommendations where appropriate.

#### **4.7. Quality Assurance**

- Ensure transparency and rigor in all stages of analysis, including documentation of coding schemes, analysis decisions, and data transformations.
- Collaborate with VNIES, SCU, and VVOB teams to validate findings and resolve discrepancies.

### **5. Implementation of the descriptive study**

#### **5.1 Personnel for descriptive study:**

The endline descriptive study will be conducted through a collaborative effort between external consultant teams and the VVOB team, with clear responsibilities for each method. Each team is fully responsible for the preparation, coordination, and quality assurance of their assigned tasks:

- The external consultant team will lead the KAP survey and qualitative data collection (IDIs and FGDs), including sampling, administration, transcription, coding, and analysis. They are also responsible for integrating all findings and producing the final descriptive study report.
- The SCU team will conduct and analyze structured classroom observations, providing their data for incorporation into the final report.
- The VVOB team will conduct and analyze structured TPD observations, also sharing their findings for inclusion in the report.

The external consultant team may request support from the VVOB team for background information on the project, implementation partners, and locations, including access to secondary data and introductions to local stakeholders.

#### **5.2 Timelines for data collection**

- 5.2.1 Class observations: 15 April -30 May 2026; conducted by SCU
- 5.2.2 KAP Survey: 1 August – 30 September 2026; conducted by consultant team
- 5.2.3 IDIs and FGDs: 1 August – 30 September 2026; conducted by consultant team
- 5.2.4 TPD Observation\_Coaching: 1 April - 30 May 2026; conducted by VVOB team
- 5.2.5 TPD Observation\_Training/PTM: 1 August – 30 August 2026; conducted by VVOB team

## 5.3 Timelines for deliverables

### 5.3.1 Southern Cross University (SCU)

Scope of work	Deadlines	Notes on quality
Del 1: Inception report: <ul style="list-style-type: none"> <li>- Overview of ELLCO Tool</li> <li>- Tool training plan</li> <li>- CO data collection plan</li> <li>- Consent and Personal data protection</li> <li>- Agreed timelines</li> </ul>	April 2026	Include literature (where applicable)
Del 2: Data collection	15 April - 30 May 2026	Every CO form must be completed at the end of the day. All COs of Day 1 are checked by the team lead
Del 3: Draft report with clean data	July 2026	Report structure needs to be agreed in advance
Del 4: Report presentation to VVOB and external consultant	August 2026	
Del 5: Final report	August 2026	

### 5.3.2 VVOB

Scope of work	Deadlines	Notes on quality
Del 1: TPD Observation plan <ul style="list-style-type: none"> <li>- Sample size and field work plan</li> <li>- Consent and Personal data protection</li> <li>- Timelines</li> </ul>	Mar 2026	
Del 2: TPD observation tool <ul style="list-style-type: none"> <li>- Tool development with SEA and EA</li> <li>- Tool testing</li> <li>- Final tools</li> </ul>	April 2026	
Del 3: TPD observation data collection field trips: Coaching	30 May 2026	
Del 4: TPD observation data collection field trips: Summer Training / PTM	30 August 2026	
Del 5: Initial analysis and findings	15 September 2026	
Del 6: Team reflection on initial findings before sharing data to the external consultant team	18 September 2026	
Del 7: Final initial findings and clean data sharing data to the external consultant team	September 2026	

### 5.3.3 External consultant team

Scope of work	Deadlines	Notes on quality
<p>Del 1: Inception report:</p> <ul style="list-style-type: none"> <li>- Document reviews (TALK project documents, TALK studies, literature)</li> <li>- Overview of DS design and approach</li> <li>- Data collection tools and tested results</li> <li>- Descriptive study matrix</li> <li>- Consent and Personal data protection</li> <li>- Agreed timelines</li> </ul>	30 July 2026	<ul style="list-style-type: none"> <li>• All data collection instruments (KAP questionnaires, interview protocols) are in both English and Vietnamese.</li> <li>• A clear tool testing plan and tested results.</li> <li>• Adaptations made to the methods, tools and protocols based on testing.</li> <li>• Online meeting with VVOB to explain plan and receive feedback.</li> </ul> <p>Revisions of the tools can be requested by VVOB in line with the quality criteria.</p>
Del 2: Data collection	15 September 2026	<ul style="list-style-type: none"> <li>• Clear and realistic data collection plan and agenda submitted to VVOB</li> <li>• Clear plan for enumerator training, including strategies to ensure consistency in data collection across all enumerators</li> <li>• Online meeting with VVOB (if requested by VVOB or consultant for final review)</li> </ul> <p>The consultant is expected to collaborate with VVOB in the process of creating the data collection plan to have alignment with VVOB’s project activities in the target province.</p>
Del 3: Draft report V1, V2 (based on comments and feedback) with clean data	15 October 2026; 30 October 2026	<ul style="list-style-type: none"> <li>• Follow Data analysis and reporting framework</li> <li>• Datasets are complete, well-organized, anonymized, and labelled.</li> <li>• Clear data dictionary or codebook is provided.</li> <li>• Data is usable by VVOB for future learning or reporting.</li> </ul> <p>The consultant is expected to present the V1 draft report to VVOB in an online meeting at least 1 week before the deadline to receive feedback and input. Revisions of the draft report can be requested by VVOB in line with the quality criteria.</p>

Scope of work	Deadlines	Notes on quality
Del 4: Report presentation to VVOB and other stakeholders (SCU, VNIES, DOETs)	15 November 2026	<ul style="list-style-type: none"> <li>• Presentation of key findings to VVOB and key stakeholders in Vietnam (in an online or in-person modality).</li> <li>• Opportunity to validate and discuss interpretations before finalizing the report</li> <li>• Workshop materials (slides, handouts) are professional, user-friendly and informative.</li> </ul>
Del 5: Presentation of DS findings at project closure workshop	November 2026	<ul style="list-style-type: none"> <li>• Presentation of key findings to VVOB and key stakeholders in Vietnam (in an online or in-person modality).</li> </ul>
Del 6: Final report submission	30 November 2026	<ul style="list-style-type: none"> <li>• Incorporation of feedback from VVOB in the final report.</li> <li>• Recommendations are actionable, relevant, and tailored to the Vietnam context.</li> <li>• Includes relevant annexes (e.g., tools, raw data summaries, coding frameworks).</li> </ul> <p>Revisions of the evaluation report can be requested by VVOB in line with the quality criteria.</p>

#### 5.4 Ethical considerations

The Endline descriptive study shall ensure that all data collection and research activities are conducted in accordance with ethical research principles and applicable Vietnamese laws and regulations on data protection and privacy. Informed consent will be obtained from all research participants prior to data collection, clearly explaining the purpose of the study, the voluntary nature of participation, confidentiality measures, and the intended use of data. All data collection teams will ensure that participation is voluntary and that participants may withdraw at any time without negative consequences. All data are stored securely and restrict access to authorized personnel only.

Any ethical concerns arising during data collection or analysis must be promptly communicated to VVOB management and addressed in accordance with agreed procedures.

## ANNEX B: Quotation

Description	Unit	Quantity	Unit price	Total amount VAT exclusive
Deliverable 1: Inception Report	lump-sum	1		
Deliverable 2: Data collection (following the sample size and data collection plan)	lump-sum	1		
Deliverable 3: Draft report version 1 and version 2	lump-sum	1		
Deliverable 4: Report presentation to VVOB and other stakeholders	lump-sum	1		
Deliverable 5: Presentation of endline descriptive study findings at project closure workshop	lump-sum	1		
Deliverable 6: Final report submission	lump-sum	1		
TOTAL OFFER VAT EXCL				
			VAT	%
TOTAL OFFER VAT INCL				

(\*) The lumpsum includes consultancy fee, all applicable taxes, and all related or incurred fees and charges.

# ANNEX C: Independent services contract

## Independent Services Contract

Between:

VVOB, non-profit association, located at Julien Dillensplein 1, 2A, 1060 Brussels (Belgium), acting through its Viet Nam office, located at 01 Da Phuoc 8, Ngu Hanh Son ward, Danang city, with VAT and/or TIN number 0104904708;

hereby validly represented by Mrs. Karolina Rutkowska, Country Programmes Manager;

hereafter called **VVOB**;

and:

Name, Legal form with VAT/registration/TIN number (insert a space if you want to leave this open), with registered office located at Street Address, Postal code, City (Country), hereby validly represented by Mr./Mrs. Name, Function title;

hereafter **the Service Provider**;

together **the Parties**;

### **IT IS AGREED AS FOLLOWS:**

VVOB is a non-governmental organization aiming to improve the quality of education in the Global South and in Belgium.

The Service Provider has a particular expertise relating to conducting research or evaluation studies of development interventions in the education sector in Vietnam.

The Parties wish to cooperate for the purpose of conducting Endline Descriptive Study.

#### **Article 1.** Subject-matter of the Contract

The Service Provider agrees to provide the Services defined in Article 2 to VVOB on the terms and subject to the conditions provided in this contract (hereafter the Contract).

#### **Article 2.** Services

The Service Provider shall perform the following services (hereafter the Services):

Deliverables	Deadlines
Del 1: Inception report: <ul style="list-style-type: none"> <li>- Document review of TALK project document, relevant TALK studies as well as relevant literature)</li> <li>- Descriptive study design and approach;</li> <li>- Data collection tools and tested results;</li> <li>- Descriptive study matrix and Data collection plan;</li> <li>- Data analysis, triangulation, and reporting framework</li> <li>- Consent and Personal data protection.</li> <li>- Risks, limitations, and mitigation measures</li> </ul>	30 July 2026
Del 2: Data collection (following the sample size and data collection plan)	15 September 2026
Del 3: Draft report version 1 and version 2 <ul style="list-style-type: none"> <li>- Following the Data analysis and reporting framework</li> <li>- Incorporating feedback.</li> <li>- Cleaned and well-documented datasets.</li> </ul>	V1: 15 October 2026 V2: 30 October 2026
Del 4: Report presentation to VVOB and other stakeholders	15 November 2026
Del 5: Presentation of endline descriptive study findings at project closure workshop	November 2026
Del 6: Final report submission	30 November 2026

The Services shall be delivered in accordance with the detailed requirements regarding quality set out in Annex A/ Call for Quotations of this Contract.

The Service Provider shall start performing the Services on signing date and undertakes to complete the Services by the dates mentioned in the column November 2026.

Any postponement of a completion date is only possible with the prior written agreement of VVOB.

**Article 3.** In exchange for the performance of the Services, VVOB shall pay the following fee (hereafter the Fee) to the Service Provider:

- A fixed lump-sum Fee as indicated below for the realization of each stage of the assignment as indicated below:

Services	Fee (VND)
Deliverable 1: Inception Report	
Deliverable 2: Data collection (following the sample size and data collection plan)	
Deliverable 3: Draft report version 1 and version 2	

Deliverable 4: Report presentation to VVOB and other stakeholders	
Deliverable 5: Presentation of endline descriptive study findings at project closure workshop	
Deliverable 6: Final report submission	

The Fee is inclusive of all Value Added Tax (VAT) and all other applicable taxes, statutory deductions and contributions, national insurance and any other taxes and/or contributions in respect of the Fee.

The Service Provider must mention the amount of VAT and other taxes on the invoice. If the Services are exempted from VAT, the Service Provider must state this on the invoice.

The Fees shall be inclusive of any and all costs and expenses incurred by the Service Provider in rendering Services and performing its duties under this Contract, save for the expenses mentioned in Article 4. The Service Provider shall be solely liable for payment of any and all applicable taxes, fees, levies, and/or withholding liabilities arising from the provision of the Services and/or the payment of any fees and expenses as may be required by the applicable laws. Apart from the Service Fees and any amount specifically stated in this Contract, VVOB shall not be liable for paying any other fee or amount to the Service Provider or any third party, including without limitation the Personnel, suppliers, vendors, agents, or subcontractors of the Service Provider, in any manner.

#### **Article 4 Expenses**

The Service Provider is not entitled to any allowances or other benefits from VVOB.

All costs relating to the Services performed under this Contract are deemed to be covered by the Fee set out above. Costs and expenses can only be reimbursed by VVOB if they are reasonable, if they were approved in advance in writing and upon presentation of supporting documents.

The Service Provider shall perform the main part of the Services from its own place of work, using its own office infrastructure, computers, hardware and office equipment, mobile phones, etc.

#### **Article 5 Invoices**

The Service Provider will draw up an invoice for the Fee (as described in Article 3) and expenses (if applicable and as described in Article 4) and hand it over or send it to VVOB.

Invoices must be made in accordance with the applicable laws and this Contract and are issued after agreement between VVOB and Service Provider that the relevant Services and expenses can be invoiced.

The invoices properly issued by the Service Provider will be payable within thirty (30) calendar days after the date the invoice is received by VVOB. If the invoice states a shorter term, the date mentioned in this Contract is the only binding date.

Supporting documents for all expenses and allowances (if any) must be attached to the invoice.

Supporting documents include the original invoice or bill, a statement of expenditures and a claim form.

If the appropriate documentary evidence is not timely presented, allowances are not due and expenses are not reimbursable by VVOB. If any advance payments were already made, VVOB is entitled to deduct the amount of the advance payment from future payments or to claim back the amount paid.

Payment is made by means of a bank transfer into the bank account opened in the name of the Service Provider with bank account details:

Account Name:

IBAN/Account number:

BIC/SWIFT Code:

Currency:

Bank name:

Where advance payments are made, the Service Provider must attach the supporting evidence to the next invoice.

Parties have not agreed on any advance payments for fees or expenses.

## **Article 6. Term and termination**

6.1 This Contract enters into the force on the date of signing and is concluded for a limited duration until:

- 31/12/2026

6.2 Either Party can terminate this Contract with immediate effect, and without any amount or notice period being due upon written notice by registered letter or registered courier to the other Party in the event that:

- the other Party is in material breach of the Contract; or
- the other Party ceases to do business or perform its activities, transfers its business or a substantial part of its activities (including through a merger, demerger or similar proceedings) or otherwise terminates its operations; or
- the other Party becomes insolvent, is the subject of bankruptcy, insolvency, reorganization, liquidation or similar proceedings, is being wound-up or dissolved or makes an assignment for the benefit of creditors.

The following breaches shall in any case be considered as material breaches of the Contract by the Service Provider:

- non-compliance with the obligation to take out insurance (Article 8.2)
- non-compliance with the confidentiality obligations (Article 9)
- any representation or warranty made in this Contract in relation to Sanctions (Article 12) is breached or is determined to be false or misleading in any material respect at any time

- during the duration of the Contract
- Services have repeatedly been delivered late or have repeatedly not been rendered in compliance with the requirements of the Contract
  - the Service Provider's licenses, permits, or approvals to engage in the Services as contemplated under this Contract are expiring, being withdrawn, or becoming invalid for any reason
  - If the name of a specific individual for the performance of the Services is mentioned in Article 2 and VVOB does not accept the replacement proposed by the Service Provider.

You can add specific breaches here if you have agreed upon specific obligations or requirement that you consider very important, for example: Breach of ...

6.3 If the Services provided do not comply with Article 2 or if Services are delivered late, VVOB can reject the Services and refuse payment. In such cases payments shall be effected pro rata the Services that are compliant and timely and that are also recognized as such by VVOB.

If any advance payments were already made, VVOB is entitled to deduct the amount of the advance payment from future payments or to claim back the amount paid.

VVOB can in these situations grant a grace period to the Service Provider so as to allow for the necessary adjustments or corrections to be made.

VVOB can terminate this Contract with immediate effect, and without any amount or notice period being due upon written notice by registered letter or registered courier to the Service Provider in the case of credible allegations that the Service Provider or any of its Personnel, affiliates or (sub)contractors has violated the Codes of Conduct (as defined in Article 7).

At its own discretion, VVOB can unilaterally decide to temporarily suspend the Contract pending the investigation of any alleged violation of the Codes of Conduct by sending a written notice by registered letter or registered courier to the Service Provider.

6.4 VVOB can terminate this Contract with immediate effect and without giving prior notice, in the event that VVOB's agreement with its donor is terminated or curtailed. The Service Provider will take immediate steps to bring the performance of the Services to a close in a prompt and orderly manner and in doing so reduce expenses to a minimum. The Service Provider will not undertake any further commitments as from the date of the termination notice. VVOB's liability is limited to payment of the Fee due for Services duly delivered.

6.5 VVOB can terminate this Contract with immediate effect and without giving prior notice, in the event that VVOB's agreement with its donor is terminated or curtailed. The Service Provider will take immediate steps to bring the performance of the Services to a close in a prompt and orderly manner and in doing so reduce expenses to a minimum. The Service Provider will not undertake any further commitments as from the date of the termination notice. VVOB's liability is limited to payment of the Fee due for Services duly delivered.

6.6 In the event that the Service Provider is temporarily or permanently unable to perform the Services due to force majeure, the Service Provider shall notify VVOB thereof immediately. The performance of this Contract shall be entirely suspended for the time of such temporary inability. In case of permanent inability, VVOB shall be entitled to terminate this Contract immediately, without giving prior notice and without compensation being due. There is no force majeure if the cause in question is one which a reasonable Service Provider should have foreseen and provided for or which, having arisen, could have been reasonably avoided or overcome.

6.7 Upon termination of this Contract, the Service Providers shall immediately and on his own initiative return, and shall procure that the Personnel shall return, to VVOB any documents, in written, printed, electronic, or magnetic form, in his possession, that contain proprietary information or Confidential Information (as defined in Article 9) about VVOB or its donors or that are the property of VVOB or its donors.

## **Article 7. Terms of execution and relationship between the Parties**

7.1 The Service Provider shall faithfully and loyally provide the Services to VVOB. The Service Provider shall act in the best interest of VVOB and any persons or organizations related to VVOB or VVOB's activities.

7.2. The Service Provider shall act with the expertise, independence and diligence as may be expected from a professional service provider in the same circumstances. It will also devote all the necessary means, time and effort to its tasks.

7.3 The Service Provider shall carry out this Contract in full compliance with all applicable laws. This includes all applicable international standards and labour law, rules and regulations relating to the employment of national and international staff in connection with the Services.

The Service Provider must comply with all tax and social security obligations relevant to the performance of this Contract, directly and/or through its personnel (employees, volunteers, directors, officers, etc.; hereafter the Personnel) and (sub)contractors (if any).

The Service Provider must further ensure compliance with all applicable laws by its Personnel and (sub)contractors.

7.4 The Service Provider must at all times conduct himself in a manner consistent with (i) VVOB's General Code of Conduct, (ii) Code of conduct VVOB's Child protection policy and (iii) Code of conduct VVOB's Youth protection policy (hereafter the Codes of Conduct). The Codes of Conduct are part of VVOB's Integrity Policy which can be found at [www.vvob.org](http://www.vvob.org).

The Service Provider must further ensure that all Personnel and (sub)contractors involved in the performance of this Contract, as well as any of its affiliates, adhere to the Codes of Conduct.

7.5 The Service Provider and its Personnel will carry out the Services independently and autonomously as an independent service provider and without being subordinated to VVOB.

This Contract does not create any relationship of agency, distributorship, partnership or employment between the Parties or between VVOB and any member of the Personnel of the Service Provider. The Service Provider shall not hold itself out as employee, worker, agent or partner of VVOB and shall procure that the Personnel shall not hold themselves out as such.

7.6 The Service Provider is free to organise its work and to determine how the Services will be performed.

The Service Provider shall, however, comply with the general guidelines determined by VVOB for the necessities of the co-operation between the Parties and it will regularly consult with and report to VVOB in order to assure the coherence of the Services.

Within these guidelines and provided that the Contract is complied with, the Service Provider shall have the sole and autonomous right to determine and direct the manner, method and time schedule in which the Services are performed.

7.7. The Service Provider will use its own Personnel to perform the Services. Subcontracting is not allowed without the prior authorisation in writing from VVOB.

The Service Provider ensures that the Personnel and any (sub)contractors are bound by the Service Provider's obligations under this Contract.

The Service Provider must ensure that the Personnel and subcontractors performing the Services have the necessary training, knowledge and relevant experience. However, the Service Provider remains liable towards VVOB for the proper performance of the Services.

7.8. The Service Provider will hire, on its own behalf and for its own account, such Personnel that it deems necessary and capable of assisting it in the performance of the Services.

The Service Provider, in its capacity as the employer or contractor of such persons, will be solely responsible for the management, payment and lawful registration of these persons and will not involve VVOB in such matters.

VVOB shall only give instructions to the Service Provider and its Personnel that are strictly limited to health and safety rules applicable at VVOB.

7.9. If the name of one or more specific individual(s) for the performance of the Services is mentioned in Article 2, the Service Provider will supply its Services through such individual(s).

If a specific individual becomes temporarily or permanently unable to perform the Services on behalf of the Service Provider, then the Service Provider will immediately inform VVOB.

The Service Provider has the right to propose to VVOB in writing another person who will provide the Services. VVOB has the right to refuse such a proposal, and to suspend or terminate the Contract. VVOB does not have to justify its refusal.

7.10. The Service Provider is not granted the power to represent VVOB towards any third party, except if authorized thereto by special power of attorney in writing.

## **Article 8. Insurance**

8.1. The Service Provider will pay and indemnify VVOB promptly for all loss, destruction or damage caused by the Service Provider, its Personnel or (sub)contractors in the performance of this Contract.

8.2. The Service Provider must have and maintain in effect, with reputable insurers and in sufficient amounts, insurance against all of the Service Provider's risks under the Contract (including, but not limited to, the risk of claims arising out of or related to the Service Provider's performance of the Contract).

This will in any case include general liability insurance, workers' compensation and employer's liability insurance and insurance against all risks in respect of its property and any equipment used for the performance of the Contract.

8.3. The Service Provider agrees to refrain from any form of claims against VVOB in case of accidents, theft or attempted theft, baggage loss (incl. laptops or any other valuable objects) and any other events that may occur during the performance of the Services.

## **Article 9. Confidentiality**

9.1. For the purposes of this Contract, Confidential Information means any and all confidential, proprietary and other non-public information (whether recorded or not and, if recorded, in whatever form) relating to the activities, assets, properties, services, financial affairs, work methods, participants or contracting parties of VVOB or any donor.

9.2. The Service Provider may not during the Contract (except in the proper performance thereof or as required by an applicable law) and during a period of 10 years after its termination: make use or take advantage of, reveal, divulge or otherwise disclose to any person, any of the Confidential Information in its possession;

copy or reproduce in any form or by or on any media or device (or allow others to copy or reproduce) any documents, disks, tapes or other materials containing or referring to Confidential Information.

9.3. The Service Provider shall not publish nor make any statement to a press representative or publish any content on any websites or social media account about any matter relating to the Services, VVOB or its donor(s), without prior authorization in writing. VVOB and VVOB's donor(s) will be acknowledged as per VVOB's instructions.

## **Article 10. Ownership of work product and intellectual property rights**

10.1. All intellectual property rights created during the performance of this Contract and within the limits of this Contract will vest in VVOB unconditionally and immediately upon their creation. Accordingly, the Service Provider hereby assigns to VVOB with full title guarantee (including, without limitation, by way of an assignment of future intellectual property rights) all intellectual property rights, worldwide and for their entire legal duration, with effect from the date of creation thereof.

Only VVOB is entitled to fulfil the necessary formalities in order to obtain actual legal and factual protection with respect to the work product, works, performances, or any other creations or inventions achieved under this Contract. The Service Provider shall do and execute, and procure the doing and executing of, each necessary act, document or thing that may reasonably be necessary to perfect the right, title and interest of VVOB in and to such intellectual property rights.

The Fees received by the Service Provider are also intended to fully compensate the Service Provider for the assignment set out in this article and for all methods of exploitation of the works and work product, known or unknown at the signing of this Contract.

The Service Provider will not oppose modifications that VVOB deems fit to bring to the work product, works, performances, or any other creations or inventions achieved under this Contract, except for modifications that would be liable to prejudice the Service Provider's honour or reputation. To the extent permitted under applicable law, the Service

Provider for this purpose waives absolutely, irrevocably and unconditionally in favour of VVOB, or any successor in title, any moral rights which may vest in it, so far as is legally possible, any broadly equivalent rights it may have anywhere in the world.

10.2. VVOB grants to the Service Provider a royalty-free, non-exclusive, non-transferable, non-sublicensable licence to use the intellectual property rights on the work product during the term of this Contract solely to provide the Services. The Service Provider grants to VVOB a royalty-free, non-exclusive, non-transferable, non-sublicensable license to access any other documents and information used by it in the performance of the Services.

#### **Article 11. Data Protection**

On or about the date hereof, the Service Provider and VVOB shall enter into a data processing agreement regarding the personal data transferred by VVOB to the Service Provider in connection with the performance of the Services, in accordance with Annex C. With regard to these personal data, the Service Provider will act as data processor and VVOB will act as data controller.

During the execution of this contract, VVOB may collect and process personal data of the Service Provider. VVOB commits to ensuring the safety and protection of the Service Provider's personal data in accordance with Vietnamese legal regulations and/or the GDPR regulation, whichever offers the greatest protection for the data subject.

#### **Article 12. Compliance with Sanction laws and other obligations**

The Service Provider represents and warrants that neither it nor any Personnel, affiliates or (sub)contractors:

- is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the "Sanctions")
- is the target of Sanctions pursuant to the country or territory where it is located, organized or resident.
- will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
- has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.

#### **Article 13. Due diligence**

VVOB shall have the right, from time to time as VVOB may reasonably deem appropriate, to perform reasonable due diligence on the Service Provider and any (sub)contractors for the purpose of verifying compliance with this Contract and any donor requirements. The Service

Provider, its Personnel and (sub)contractors shall provide information and cooperate with VVOB in connection with any reasonable request related to VVOB's due diligence of the Company.

**Article 14. Salvatory clause**

The provisions of this Contract are independent from each other and the invalidity of one clause does not affect the validity of the others.

In the event that one of the provisions of this Contract is held to be invalid, this provision shall be deemed to be substituted by operation of law by a new one which makes it possible to achieve the same result, at least a similar result.

**Article 15. Applicable laws and settlement of disputes**

This Contract is subject to Vietnam law.

Any dispute regarding the validity, interpretation or performance of this Contract shall fall within the exclusive jurisdiction of the Courts of Vietnam. The Parties undertake to use their best endeavours to reach on an amicable settlement before going to court.

**Article 16. Annexes**

Letter of Annex	Description of Annex
Annex A	Call for quotations
Annex B	Proposal
Annex C	Data processing Agreement

Drawn up in Danang, on xxx in as many copies as there are signing parties, each Party recognizing having received one copy thereof.

For VVOB

For the Service Provider

\_\_\_\_\_  
Karolina Rutkowska

Country Programmes  
Manager  
VVOB

\_\_\_\_\_  
Name

title

Organisation

## ANNEX D: Declaration on honour concerning the grounds for exclusion

Reference of the procurement:

I, the undersigned **[insert name of the person signing this form]**:

q declares it its own name *(if the economic operator is a natural person or in the case of a declaration by a director or a person with powers of representation, decision-making or control over the economic operator)*

or

q declares as representative of *(if the economic operator is a legal person)*

**full legal name (for legal persons only)**

**Full legal form (for legal persons only):**

**full official address:**

**company registration number:**

that the company or organisation that he (or she) represents / he (or she):

- a. has not been the subject of a final judgment on the merits for one of the following offences:
  - i. participation in a criminal organisation
  - ii. corruption
  - iii. fraud
  - iv. terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
  - v. money laundering or terrorist financing
  - vi. child labour and other forms of trafficking in human beings
  - vii. employment of illegally staying third-country nationals
- b. is not bankrupt or in receivership, has not ceased or suspended trading, is not subject to a court settlement or other arrangement with creditors and is not involved in any similar proceedings under national laws and regulations;
- c. has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d. has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established and any country in which it has operations, in the country of the contracting authority and in the country where the contract is to be performed;
- e. that (s)he will conduct (her)(him)self at all times in compliance with VVOB's Codes of Conduct referred to in the call for quotations. The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.
- f. that neither it nor any personnel, affiliates or (sub)contractors:
  - is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the "Sanctions")
  - is the target of Sanctions pursuant to the country or territory where it is located, organized or resident.

- will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
  - has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.
- g. that, should the contract be awarded, he (she) will provide on request proof for one or more of the above mentioned situations.

Full Name, Date, Signature and stamp

## ANNEX E. COST NORM IN THE FIELD

Pay items	Fee (VND)	
1. Data input/Data transferred from script to written format	250,000	per person/day
2. Normal Interviewee, Focus Group Discussion, surveys	100,000	per person/interview/survey
3. In depth Interviewee	200,000	per person/interview/survey
4. Field Guide	150,000	/person/day

## ANNEX F. COST BREAKDOWN TEMPLATE

#	Deliverables / Cost items	unit	unit cost	person	day/time	Total	Notes
<b>3.1</b>	<b>Del 1: Inception report</b>					-	30-Jul-26
3.1.1	Lead consultant	person/day				-	
3.1.2	Consultants	person/day				-	
3.1.3	International advisor	person/day				-	
<b>3.2</b>	<b>Del 2: Data collection</b>					-	15-Sep-26
3.2.1	Lead consultant	person/day				-	
3.2.2	Consultants/Data collectors	person/day				-	Each province: 7 IDIs, 7 FGDs. 3 days in 6 schools (2 schools x 3 cohorts) + 1 day at DOET. Total 4 data collection days; 2 travel days.
3.2.3	Transportation (Flights, taxis,...)	person/trip				-	Quang Tri, Gia Lai, Tuyen Quang
3.2.4	Car transportation	round trip				-	Quang Tri, Gia Lai, Tuyen Quang (3 cars, 5 days)
3.2.5	Local travel assistants	person				-	
3.2.6	Accommodation and perdiem	person/day				-	
3.2.7	Stationery and communication	time				-	
3.2.8	Allowance for organization support	School				-	1/2 day x 36 schools; 1/2 day x 3 DOETs
3.2.9	Allowance for KAP & FGD respondents	Person				-	
3.2.10	Allowance for Interviews	Person				-	
3.2.11	Transcription and translation data					-	
3.2.12	Contingency					-	
<b>3.3</b>	<b>Del 3: Draft report V1 and V2, with clean data</b>					-	15 October 2026; 30 October 2026. In line with Data analysis and reporting framework
3.3.1	Lead consultant	person/day				-	
3.3.2	Consultants	person/day				-	
<b>3.4</b>	<b>Del 4: Report presentation to VVOB</b>					-	15-Nov-26
3.4.1	Lead consultant	person/day				-	
3.4.2	Consultants	person/day				-	
<b>3.5</b>	<b>Del 5: Presentation of DS findings at project closure workshop</b>					-	Nov-26
3.5.1	Lead consultant	person/day				-	
<b>3.6</b>	<b>Del 6: Final report</b>					-	30-Nov-26
3.6.1	Lead consultant	person/day				-	
3.6.2	Consultants	person/day				-	
	<b>Total budget</b>					-	