

TERMS OF REFERENCE

Baseline Evaluation

Project: “Promoting Inclusive Climate-Smart Agriculture and Entrepreneurship for Ethnic Minority Youth and Women in Lai Chau”

Information	Details
Recruiting organisation	Plan International Viet Nam
Survey locations	Three communes: Dao San, Khong Lao and Sin Ho, Lai Chau province
Expected implementation period	25 August 2026 - 25 September 2026
Consultancy duration	Approximately 30 working days, including 7-10 days of field data collection
Contract modality	Independent consulting team
Language of deliverables	Vietnamese and English

1. About Plan International Vietnam

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

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

2. General information

Assignment title: Consultancy to conduct the project baseline survey.

Project title: Promoting Inclusive Climate-Smart Agriculture and Entrepreneurship for Ethnic Minority Youth and Women in Lai Chau.

Abbreviation: I-CSA.

Recruiting organisation: Plan International Viet Nam.

Survey locations: Three communes: Dao San, Khong Lao and Sin Ho, Lai Chau province.

Expected survey implementation period: 25 August 2026 - 25 September 2026.

Consultancy duration: Approximately 30 working days, including 7-10 days of field data collection.

Contract modality: Independent consulting team.

Language of deliverables: Vietnamese and English.

3. Project background

The project "Promoting Inclusive Climate-Smart Agriculture and Entrepreneurship for Ethnic Minority Youth and Women in Lai Chau" (I-CSA) aims to improve livelihoods, strengthen resilience to climate change and promote inclusive participation of ethnic minority youth and women in climate-resilient agricultural value chains.

The project will be implemented in three communes, namely Dao San, Khong Lao and Sin Ho. In these locations, ethnic minority communities, particularly women and youth, face multiple intersecting challenges, including multidimensional poverty, limited market access, limited business skills, limited capacity to apply climate-smart agriculture, increasing climate risks, gender stereotypes, the burden of unpaid care and domestic work, and barriers to women's participation in economic decision-making.

The project has three specific objectives:

- Strengthen the adoption of Climate-Smart Agriculture (CSA) practices in production and post-harvest activities among farmers, especially young and female ethnic minority farmers.
- Enhance the economic empowerment and sustained participation of ethnic minority youth and women through inclusive, market-linked cooperatives.

- Strengthen early action capacity and climate adaptation through the integration of early warning and adaptation planning into local agricultural systems.

During the project start-up phase, a baseline survey is required to establish baseline data for the indicators in the logical framework and M&E framework. The survey findings will provide the foundation for the Project Management Board to refine, update and finalise project indicator targets, ensuring that they are feasible, realistic and appropriate to the local context.

The project will target the specific participants as below:

Target group planned	
Direct Project Participants	People indirectly impacted by the project
Cooperative members (ethnic minority farmers) with 540 family's farmers (at least 24 board members, 270 women, 120 young people, 10 people with disabilities. The rest is male representative families) in 3 cooperatives.	680 extended family members (elderly and other adults) belonging to the 540 targeted families experiencing improved household income, food security, and positive impacts from the primary earners' behavioural changes.
540 Family members (spouses/partners) of the cooperative members who are directly participating in household-level gender interventions (e.g., male champion workshops, unpaid care work redistribution, and joint land rights initiatives).	
983 children (including 498 girls and 485 boys) from the 540 targeted families with priority given to families having sponsored children. They are targeted as active direct participants directly benefiting from household-level gender interventions (e.g., redistribution of unpaid care and domestic work which frees up time for girls' education) and improved nutrition/food security from CSA production. They also explicitly participate as active agents in project activities, including Focus Group Discussions (FGDs) for needs assessments, capacity building on weather warnings, and providing direct inputs into Participatory Risk Mapping (PRM) and Anticipatory Action (AA) planning.	
450 Community members (prioritizing EM youth and women) who directly participate in capacity-building activities for early warning systems, Participatory Risk Mapping (PRM), and disaster preparedness.	15,543 community members across the targeted villages in 03 communes gaining access to localized agro-meteorological risk warning bulletins, CSA knowledge, and gender-inclusive communication campaigns via local mass media (loudspeakers, Zalo app).
50 Local officials and technical staff (Commune People's Committees staff, agriculture service centre, and Women's Union/Youth Union) directly receiving technical capacity building and sharing workshop.	45,953 community members (the entire population of 03 communes) gaining beneficial access to annual SEDPs which integrate climate adaptation initiatives and climate information services to improve their systemic resilience capacity.

Project participants – without double counting							
Direct Participants				People indirectly impacted			
Children (<18)		Adults (>18)		Children (<18)		Adults (>18)	
Girls	Boys	Women	Men	Girls	Boys	Women	Men
498	485	815	765	7,798	7,578	13,815	14,199
983		1580		15,376		28,014	
2563				43,390			

4. Purpose of the consultancy assignment

The purpose of this assignment is to recruit a qualified independent consulting team to design and conduct a comprehensive baseline survey in the three target communes, using a mixed-methods approach that combines quantitative and qualitative methods and applies digital data collection tools such as KoboToolbox or an equivalent platform.

The baseline survey must provide accurate, reliable and comparable baseline data for the project impact, outcome and output indicators. The baseline data will be used to:

- Establish initial values for the indicators in the logical framework and M&E framework.
- Support PIV and partners to adjust objectives, targets and indicator measurement approaches.
- Serve as a comparison basis for the midline survey, endline evaluation and annual monitoring exercises.
- Provide evidence for activity planning, target group selection, CSA intervention design, cooperative development, GEDSI activities, early warning and early action.
- Ensure that the project has an initial data system disaggregated by sex, age, ethnicity, disability status, location and target group.

5. Specific objectives of the baseline survey

5.1 Establish baseline data for the logical framework and M&E framework

- Review all project indicators at impact, outcome and output levels.
- Identify which indicators need to be collected through household surveys, FGDs, KIIs, field observation, cooperative records or secondary data.
- Establish appropriate baseline values for each relevant indicator.
- Propose adjustments to targets, calculation methods, means of verification or measurement frequency where necessary.

5.2. Assess the current status of livelihoods, income and economic capacity of target households

- Collect data on current household income sources.
- Assess income from the target agricultural value chains.
- Measure households' capacity to meet essential needs.
- Assess households' ability to support uninterrupted education for adolescent girls and boys.

- Identify livelihood risks and factors that reduce household resilience to climate, economic and social shocks.

5.3. Assess knowledge, attitudes and practices related to CSA

- Measure farmers' current level of knowledge of CSA.
- Assess existing farming practices related to soil and water management, seeds, fertilisers, pesticides, pest and disease management, preservation and post-harvest processing.
- Identify readiness to adopt CSA in the value chains in the three communes.
- Assess training needs, technical support needs and infrastructure investment needs for CSA.
- Assess the ability to keep production logs, apply traceability and meet standards such as VietGAP, GlobalGAP or OCOP.

5.4. Assess business capacity, cooperatives and market linkages

- Assess the current participation of target households in cooperatives.
- Measure the level of economic transactions between members and cooperatives.
- Assess cooperative capacity in governance, business planning, financial management and member services.
- Identify barriers faced by women and youth in leadership, governance and decision-making in cooperatives.
- Assess the current status of market linkages, offtake contracts, packaging, branding, QR-code traceability, e-commerce and OCOP development potential.

5.5. Assess gender barriers, economic empowerment and UCDW

- Assess the gender division of labour within households and in agricultural production.
- Measure the burden of unpaid care and domestic work (UCDW) borne by women, men, adolescent girls and adolescent boys.
- Assess women's decision-making power over income, assets, production investment and cooperative participation.
- Assess attitudes and social norms related to gender equality, sharing of care work, women's leadership and women's economic participation.
- Identify specific barriers faced by youth, ethnic minority women, persons with disabilities and other vulnerable groups.

5.6. Assess access to early warning and climate adaptation

- Assess current access to weather, climate and risk warning information.
- Measure farming households' capacity to understand, interpret and use agro-meteorological information.
- Identify the proportion of households using early warning information to adjust seasonal production plans.
- Assess community awareness of disasters, climate risks, risk maps, adaptation plans and early action mechanisms.
- Identify capacity-building needs of farmers, youth, women and local officials on early warning and early action.

6. Scope of work

6.1. Geographic scope

- Dao San commune.

- Khong Lao commune.
- Sin Ho commune.

All three communes are located in Lai Chau province.

6.2. Target groups

- Target households belonging to the project core group.
- Ethnic minority women who participate in or have potential to participate in cooperatives.
- Ethnic minority youth, including young women and young men.
- Men in target households, especially husbands/partners or household members who influence economic decision-making.
- Adolescent girls and boys in target households, if appropriate and in accordance with safeguarding requirements.
- Members of cooperative management boards.
- Commune leaders, technical officers, the Women's Union, Youth Union, and officials responsible for agriculture, poverty reduction, ethnic affairs and disaster risk reduction.
- Representatives of the Lai Chau Cooperative Alliance, PAN Nature and other relevant stakeholders, where needed.

6.3. Expected survey target group

Participant group	Key participants
Independent consulting team	Team leader, supporting experts and field enumerators
PIV representatives	Project Coordinator, Project Officers and M&E Officer
Local authorities	Commune leaders and technical officers from the three communes
Cooperative leaders/core farmers	Management board members of the target cooperatives
Community members participating in FGDs	Women, youth, ethnic minority men, and adolescent girls/boys where appropriate
Quantitative survey respondents	Target households, consultant will propose suitable number to ensure the accuracy equal to 95% or above

Note: The specific numbers of male and female participants will be proposed by the consultant in the inception report and agreed with PIV, ensuring meaningful participation of women, youth and ethnic minority groups.

Additional consideration: the consulting team should clarify how youth and ethnic minority people will be represented in the sample and qualitative methods.

7. Required methodology

7.1. Overall approach

The consultant must apply a mixed-methods approach, combining:

- Quantitative household survey.
- Focus group discussions.
- Key informant interviews.
- Document review and secondary data review.
- Field observation.
- Participatory tools such as risk mapping, seasonal calendar analysis, timeline analysis, gender division of labour analysis and UCDW analysis.

The methodology must ensure that it is:

- Gender-sensitive and inclusive.
- Appropriate to the ethnic minority context.
- Able to measure logframe indicators.
- Comparable for midline and endline purposes.
- Do-no-harm and compliant with safeguarding requirements.
- Reliable enough for PIV to update and finalise project indicators and targets.

7.2. Quantitative survey

- Sample size: The consultants/ experts (team) are expected to propose an appropriate sampling methodology and size that are statistically valid and cost-effective, based on information provided by the project team to ensure that necessary information can be collected.
- The sample will be randomly selected from the target household list or core group list provided by PIV/partners.
- The sample should be reasonably allocated across the three communes.
- The consultant must propose a detailed sampling approach in the inception report, including the sampling frame, household selection method and replacement criteria in case a household is absent or refuses to participate.
- Data must be disaggregated at minimum by sex, age, ethnicity, commune, disability status and role in the cooperative.

7.3. Focus group discussions

- The consultant will conduct 6-9 FGDs with appropriately separated groups, such as ethnic minority women, young women, young men, men in target households, cooperative members, and adolescent girls/boys where appropriate.
- The FGDs should explore gender barriers, UCDW, changes in social norms, cooperative participation, CSA needs, climate risks, access to early warning information and support needs for adolescent girls' and boys' education.

7.4. Key informant interviews

- The consultant will conduct 10-15 KIIs with commune leaders, officials responsible for agriculture, disaster risk reduction, poverty reduction, ethnic affairs and gender equality, representatives of the Women's Union and Youth Union, cooperative management boards, the Lai Chau Cooperative Alliance, PAN Nature and buyer/business representatives where appropriate.

7.5. Digital tools

- The consultant must digitise the quantitative questionnaire on KoboToolbox, including logic checks, skip rules, variable coding, required fields, data entry error checks, GPS coordinates where relevant and approved by PIV, and a mechanism to ensure personal data protection.

8. Implementation steps

Step 1. Preparation and consultant recruitment

PIV will develop the detailed TOR, conduct recruitment and sign a contract with a qualified independent consulting team. Once the contract is signed, PIV will hold a kick-off meeting with the consultant to agree on the scope, expectations, documents for review, quality standards and safeguarding requirements.

Step 2. Document review and inception report development

The consulting team will review the project design document, logical framework, M&E framework, DIP/budget related to baseline, target household/core group lists where available, PIV safeguarding, PSHEA, GEDSI and feedback mechanism documents, and relevant secondary data. The consultant will then prepare an inception report covering the methodology, sampling frame, indicator matrix, fieldwork plan, data collection tools and quality assurance plan.

Step 3. Digitalisation and testing of tools

The consulting team will finalise and digitise the questionnaire on KoboToolbox or an equivalent platform. The tool should be pre-tested in an appropriate location or with a small group of respondents. Following the pre-test, the consultant will revise the tools to ensure that questions are clear, culturally and linguistically appropriate, do not create risks for respondents, correctly measure the indicators and generate data that can be analysed and compared.

Step 4. Enumerator training

The consultant will train enumerators on the survey objectives, questionnaire content, use of KoboToolbox, gender-sensitive interviewing skills, working with ethnic minority communities, data confidentiality, safeguarding, PSHEA, voluntary informed consent, incident reporting channels and daily data quality checking procedures.

Step 5. Field data collection

The consulting team will collect data in the three communes, including households surveys, 6-9 FGDs, 10-15 KIIs, field observations and cooperative record review where needed. Data collection must be coordinated with PIV, commune authorities and local partners, while maintaining the independence and objectivity of the survey.

Step 6. Data cleaning and analysis

The consultant will check for missing data, logical errors and duplicates; clean the data; code qualitative data; analyse the data by indicator; disaggregate the analysis by sex, age, ethnicity, disability status, location and target group; triangulate quantitative, qualitative and secondary data; and develop a baseline value table for the logical framework.

Step 7. Submission of draft report and presentation of findings

The consultant will submit the draft report to PIV. PIV will organise an internal validation meeting to review the findings, discuss data quality and agree on how to update/finalise project indicators and

targets. The consultant will present key findings, baseline values, indicators requiring adjustment, methodological limitations and recommendations for planning.

Step 8. Finalisation of final report

The consultant will incorporate PIV's comments and finalise the baseline report, complete the baseline indicator table, clean dataset, codebook, final survey tools, anonymised FGD/KII notes or summaries, and the presentation of findings.

9. Deliverables

10.1. Inception report

- Consultant's understanding of the project.
- Survey objectives and scope.
- Detailed methodology.
- Sampling strategy.
- Baseline indicator matrix.
- Fieldwork plan.
- Data quality assurance plan.
- Research ethics, safeguarding and data protection plan.
- Draft survey tools.

10.2. Complete survey tool package

- Household questionnaire.
- FGD guides.
- KII guides.
- UCDW/time-use analysis tool.
- Tool for assessing gender-equitable attitudes.
- Informed consent forms.
- Digital version on KoboToolbox or an equivalent platform.

10.3. Clean dataset

- Clean quantitative dataset.
- Codebook.
- Data quality checklist.
- Coded and anonymised FGD/KII data.
- Summary table of baseline values by indicator.

10.4. Draft baseline report

- The draft report should present findings in a logical structure and include quantitative, qualitative and gender/GEDSI analysis.

10.5. Findings presentation

- A PowerPoint presentation or short presentation document for PIV's internal validation meeting.

10.6. Final baseline report

- Executive summary.
- Project introduction and survey objectives.

- Methodology.
- Sample characteristics.
- Key findings by indicator group.
- Livelihood and income analysis.
- CSA and climate resilience analysis.
- Cooperative, value chain and market analysis.
- Gender, GEDSI and UCDW analysis.
- Early warning, climate risk and early action analysis.
- Baseline value table for the logical framework.
- Proposed adjustments to targets/M&E framework.
- Recommendations for project implementation planning.
- Limitations of the survey.
- Annexes, including tools, list of documents reviewed, data tables, FGD/KII summaries and codebook.

10. Expected timeline

Stage	Activity	Expected duration
1	Kick-off meeting and document review	2 days
2	Development of inception report, methodology, sampling frame and tools	7 days
3	Digitalisation, pre-testing and revision of tools	3 days
4	Enumerator training and field preparation	2 days
5	Field data collection in the three communes	9 days
6	Data cleaning, analysis and draft report writing	5 days
7	Presentation of findings and internal validation meeting	1 day
8	Finalisation of final report and data handover	2 days
Total		31 working days

11. Consulting team structure and qualification requirements

12.1. Proposed consulting team structure

- 01 Team Leader.
- 01 M&E/Data Analysis Specialist.
- Field enumerators, who may be part of the core team or additionally mobilised depending on the technical proposal.
- If the consulting team proposes a different structure, it must demonstrate that the team can fully meet the technical, fieldwork, data, gender/GEDSI and CSA requirements.

11.2. Requirements for the Team Leader

- Master's degree or higher in development, sociology, development economics, agriculture, climate change, M&E, gender or a related field.
- At least 10 years of experience in research, evaluation, baseline/endline surveys or M&E for development projects.
- Experience in designing and conducting mixed-methods surveys.
- Experience in developing indicator matrices, survey tools and data analysis.
- Understanding of agricultural livelihoods, CSA, cooperatives, value chains or local economic development.
- Experience working with ethnic minority communities, women, youth or vulnerable groups.
- Strong professional report-writing skills in Vietnamese. English writing skills are an advantage.

12.3. Requirements for the M&E/Data Analysis Specialist

- Experience in designing survey tools and digital data collection.
- Proficiency in KoboToolbox survey platform.
- Capacity to conduct quantitative analysis using Excel, SPSS, Stata, R or other relevant software.
- Experience analysing data disaggregated by sex, age, ethnicity and disability.
- Ability to develop a codebook, baseline indicator table and dashboard/data summary where needed.

12.4. Requirements for enumerators

- Experience in household surveys and community-based data collection.
- Preference will be given to enumerators with experience in Lai Chau or the northern mountainous region.
- Preference will be given to enumerators who speak local ethnic minority languages or can work with community interpreters.
- The enumerator team should be gender-balanced to ensure appropriate interviewing of women, men and adolescents.
- Commitment to safeguarding, PSHEA, data confidentiality and the do-no-harm principle.

12. Roles and responsibilities

13.1. Responsibilities of the consulting team

- Review project documents, logframe, M&E framework and related materials.
- Develop the inception report, methodology and survey tools.
- Digitise survey tools.
- Train enumerators.
- Conduct field data collection.
- Ensure the quality, independence and confidentiality of data.
- Analyse data and establish baseline values for indicators.
- Present findings to PIV and relevant stakeholders.
- Finalise the report and hand over all data, tools and related materials.
- Comply with all safeguarding, PSHEA, research ethics and information confidentiality requirements.

13.2. Responsibilities of PIV

- Provide project documents, logframe, M&E framework, DIP and relevant lists where available.
- Organise the kick-off meeting with the consultant.
- Review and approve the methodology, tools and fieldwork plan.
- Support coordination with commune authorities, partners and cooperatives.
- Provide orientation on safeguarding, PSHEA and related policies.
- Monitor the quality of the assignment.
- Provide comments on the draft report and approve the final deliverables.

13.3. Responsibilities of local authorities and partners

- Support fieldwork scheduling and coordination.
- Support access to communities and survey participant groups.
- Provide relevant information within the permitted scope.
- Participate in validation of findings if invited.
- Avoid interfering with the responses of survey participants.

13. Users and intended use of the baseline

The baseline is intended to serve multiple users and information needs across project management, accountability, learning, donor reporting, and wider knowledge sharing. The consultant must therefore design the methodology, analysis plan, reporting structure and communication products with a clear understanding of who will use the baseline figures and how the findings will be applied.

At the start of the assignment, PIV and/or the consultant will develop a detailed Dissemination Plan for the baseline. This plan should identify key user groups, their priority information needs, preferred formats, approval and validation steps, confidentiality requirements, and the appropriate tone, structure and level of technical detail for each product or output.

The main users and intended uses of the baseline include:

Key users	How the baseline will be used
Plan International Viet Nam project team	Use baseline values to finalise targets, update the M&E framework, refine activity planning, guide target group selection, and adjust CSA, cooperative development, GEDSI, UCDW, early warning and early action interventions.
Plan International country, regional and global offices	Use the evidence for programme quality assurance, technical backstopping, cross-project learning, communications, policy engagement, and aggregation of relevant indicators within Plan International systems.
Project participants and community stakeholders	Use accessible findings to understand project priorities, validate local realities, inform community action planning, strengthen accountability, and support inclusive participation of women, youth, ethnic minority groups, persons with disabilities and adolescents.
Local authorities and implementing partners	Use findings to support commune-level planning, cooperative strengthening, integration of climate adaptation into annual SEDPs and business plans, and coordination of technical support services.

Donors and funding partners	Use baseline figures as the reference point for grant monitoring, reporting, learning, value-for-money discussions, and assessment of progress at midline, endline and annual review points.
Wider audiences, networks and learning platforms	Use synthesised and anonymised findings for knowledge sharing, advocacy, replication of promising approaches, and communication on inclusive climate-smart agriculture and locally led climate adaptation, subject to PIV approval and data protection requirements.

The consultant should reflect these anticipated uses in the inception report, including how different outputs will be tailored for technical users, decision-makers, participants and public-facing audiences. All external dissemination must use anonymised data and must be reviewed and approved by PIV before sharing.

14. Ethics and Child protection

PIV is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with [Ethical MERL Framework \(Link\)](#) and our [Global Safeguarding Policy: Say YES! To keep children and program participants safe and protected \(Link\)](#). All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

The consulting team must strictly comply with Plan International Viet Nam policies, including:

- Safeguarding policy for children, youth and adults participating in programmes.
- Policy on preventing sexual harassment, exploitation and abuse.
- Do-no-harm principle.
- Confidentiality of personal information.
- Voluntary informed consent.
- Respondents' right to refuse or discontinue participation in the survey.
- Anonymity in reporting.

When working with children and adolescents, the consultant must:

- Obtain parental/caregiver consent.
- Obtain appropriate assent from the child/adolescent.
- Avoid questions that may cause harm or create risks.
- Assign enumerators with appropriate gender and skills.
- Immediately report any safeguarding concern to the PIV focal point.

Personal data must be stored securely, used only for the purposes of the survey and not shared with any third party without PIV's prior written approval.

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

Note: Before implementing data collection, the consultants must get Ethics Approval by a recognized university or a national ethics committee or PLAN-Ethics Review Team

(Feedback from ERT will be provided within 4 weeks' timeframe from submission. For sensitive applications initial feedback may take longer, and there may be multiple rounds of feedback (with adequate time needed to action and review feedback/ revisions).

15. Consultant proposal evaluation criteria

15.1. Technical proposal

- Understanding of the project context and survey objectives.
- Quality of the proposed methodology.
- Appropriateness of the sampling design.
- Approach to measuring logframe/M&E indicators.
- Approach to gender, GEDSI and UCDW.
- Experience in CSA, livelihoods, cooperatives and value chains.
- Data quality assurance plan.
- Safeguarding and research ethics plan.
- Experience and capacity of key personnel.
- Feasibility of the implementation plan.

15.2. Financial proposal

- Consultant fees by working day.
- Enumerator costs.
- Travel, accommodation and per diem costs.
- Enumerator training costs.
- Tool pre-testing costs.
- Workshop/presentation costs, if any.
- Interpretation/local language costs, if required.
- Software, data processing and printing costs, if any.
- Taxes and other eligible costs.

15.3 Application documents

- Technical proposal.
- Detailed financial proposal.
- Organisational/individual profile.
- CVs of all key personnel.
- At least one similar report or product previously completed.
- Proposed implementation plan.
- Commitment to comply with Plan International Viet Nam policies on safeguarding, PSHEA, data protection, anti-fraud and anti-corruption.

16. Proposed payment schedule

Payment instalment	Deliverables/payment condition	Proposed percentage
1st instalment	Inception report, methodology and survey tools approved by PIV	30%

2nd instalment	Completion of field data collection and submission of raw and preliminary cleaned data	30%
3rd instalment	Final report, clean dataset, codebook, survey tools and all annexes approved by PIV	40%

17. Deliverables matrix

Deliverable	Main contents	Expected deadline
Inception report	Methodology, sample, tools, fieldwork plan, quality control and safeguarding	Week 1
Survey tool package	Questionnaire, FGD, KII, UCDW, GEDSI, CSA, cooperative, early warning and KoboToolbox tools	Week 2
Field data	150 household surveys, 6-9 FGDs and 10-15 KIIs	Week 3
Clean dataset	Quantitative and qualitative data, codebook and indicator table	Week 3
Draft baseline report	Analysis of findings and baseline values	Week 4
Findings presentation	Slides presenting key findings and recommendations for updating the logframe	Week 4
Final report	Final report after comments, with data and annexes	Week 5

18. Contact

Please send your application to Plan International Vietnam by 10:00 AM on 24 August 2026, referencing “Baseline for I-CSA Project” in the subject line, and including supporting documents as outlined, financial proposal to email: luu.lexuan@plan-international.org