

TERMS OF REFERENCE

Baseline Survey

Project titles:	VNM190053: “Resilient Future for Girls and Youth in Tuyen Quang Province” VNM190054: “Girls’ Dreams, Girls’ Rights: Staying School, Shaping Tomorrow”
Location:	15 communes in Tuyen Quang Province: Hoang Su Phi, Ban May, Thang Tin, Tan Tien, Xin Man, Nam Dan, Pa Vay Su; Khau Vai, Meo Vac, Sung Mang, Niem Son, Yen Minh, Thang Mo, Mau Due and Duong Thuong
Project period:	July 2026 – June 2029
Consultancy duration:	Expected 20 October – 20 December 2026

1. About Plan International Vietnam

Plan International is an independent development and humanitarian organisation that advances children’s rights, with a special focus on equality for girls. Plan International has over 80 years of experience and works in more than 75 countries across the world.

Plan International has been working in northern and central Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to start life and grow up physically and mentally healthy and as adolescents so they are leading the way to shape their own future. We believe girls have the power to change the world. Our ambition is to work alongside them and together take action so that 2 million girls in Vietnam can learn, lead, decide and thrive by 2027.

2. Project Background and Objectives

2.1. Rationale of the projects

Plan International Vietnam will implement two Sponsorship Projects in 15 communes of Tuyen Quang Province from July 2026 to June 2029. Both projects focus on children, adolescents and youth, particularly ethnic minority girls and other vulnerable groups, while maintaining separate results frameworks, indicators, activities and budget lines.

The project VNM190053, “Resilient Future for Girls and Youth in Tuyen Quang Province”, is implemented in seven communes of Tuyen Quang 1 Programme Unit. The seven communes have a reported population of 90,894 people in 18,323 households, including 30,320 children aged 0–18 and 5,259 sponsored children. The project is organised around three models: (i) a community-based One-Stop Service Centre model for child protection; (ii) a school-based protection, resilience education and girls’ empowerment model; and (iii) a climate-adaptive livelihood model.

The project VNM190054, “Girls’ Dreams, Girls’ Rights: Staying School, Shaping Tomorrow”, is implemented in eight communes of Tuyen Quang 2 Programme Unit. The eight communes have a reported population of 145,373 people in 26,586 households, including 63,465 children aged 0–18, 24,338 adolescents aged 11–18 and 5,302 sponsored children. The project is organised around three models: (i) Girls’ Empowerment and Education; (ii) Digital and STEM Innovation; and (iii) Green Livelihood and Net-Zero Tourism. The school-based interventions cover 18 lower secondary schools, while livelihood support is expected to reach more than 500 vulnerable households.

The joint baseline will serve both projects. However, baseline indicator values, findings, analysis and recommendations must be presented separately for VNM190053 and VNM190054 in the joint baseline report.

2.2. Project implementation period

July 2026 – June 2029

2.3. Geographical area

- Tuyen Quang 1 Programme Unit – VNM190053: Hoang Su Phi, Ban May, Thang Tin, Tan Tien, Xin Man, Nam Dan and Pa Vay Su communes.
- Tuyen Quang 2 Programme Unit – VNM190054: Khau Vai, Meo Vac, Sung Mang, Niem Son, Yen Minh, Thang Mo, Mau Due and Duong Thuong communes.

3. Purpose of the Baseline

3.1. Purpose

The baseline survey aims to establish reliable initial data for the indicators of VNM190053 and VNM190054, providing a basis for monitoring progress and assessing changes throughout project implementation. The survey findings will be used to:

- Establish baseline values for relevant impact and outcome indicators of each project;
- Provide a basis for comparison for routine monitoring, mid-term review and endline evaluation;
- Support Plan International Vietnam and partners in reviewing and refining targets and indicator measurement methods where necessary;
- Provide evidence on the current situation of children, adolescents and youth, parents/caregivers, teachers, communities, service providers and relevant institutions;
- Provide a basis for adjusting and refining implementation plans for the project models under VNM190053 and VNM190054.

3.2. Scope of work

The consulting firm/team will be responsible for:

- Reviewing the results frameworks, indicator matrices, approved SPAD documents, Project Planning documents, DIP and available secondary data to identify indicators requiring data collection at baseline;
- Establishing baseline values for the relevant indicators, particularly impact- and outcome-level indicators, in accordance with the definition, calculation, source and disaggregation agreed with Plan International Vietnam;
- Assessing the current situation relevant to VNM190053, including child protection risks and services; safety and wellbeing at home, school and in the community; reporting and referral mechanisms; safe and resilient learning environments; participation and empowerment of children; life skills and preparedness for emergencies; climate resilience; and climate-adaptive livelihoods;
- Assessing the current situation relevant to VNM190054, including lower-secondary retention and completion; gender norms and stereotypes; agency and ability to challenge negative attitudes and behaviours on gender-based violence; positive and supportive classroom environments; digital and STEM access and skills; support for girls' and boys' education equality; household economic resilience; and tourism-linked green livelihoods;
- Identifying barriers and enabling factors affecting the achievement of the intended outcomes of each project;
- Providing project-specific recommendations on measurement methods, target values or additional data required if issues affecting indicator feasibility or comparability are identified.

3.3. Geographic coverage

The survey will cover all 15 project communes listed in Section 2.3. The consultant(s) will propose an appropriate sampling plan for respondents, schools, villages and households, while ensuring that both projects and all 15 communes are adequately represented in the study design.

3.4. Target groups

Depending on the indicators, the survey may include:

- Children, adolescents and youth in the age groups relevant to each indicator, including sponsored and non-sponsored children;
- Girls and boys currently in school, at risk of dropping out or out of school, where relevant to the approved indicator framework;
- Parents, caregivers and households targeted by the education, protection and livelihood models;
- Teachers, school managers, school counsellors and school health staff;
- Child protection committee members, service providers and personnel involved in the One-Stop Service Centre model;
- Commune and provincial government officials, Youth Union representatives and other project partners;
- Livelihood groups, cooperatives, enterprises, buyers and other relevant market actors.

The two projects include 10,561 sponsored children in total: 5,259 under VNM190053 and 5,302 under VNM190054. The project populations and approved targets are not automatically the baseline sample sizes; the consultant(s) must calculate and justify the proposed sample.

4. Users of the Baseline

The intended users of the baseline report are the project management teams, Plan International Vietnam, project stakeholders and relevant partners of VNM190053 and VNM190054.

Dissemination of findings: Findings of the baseline survey will be disseminated to project stakeholders and relevant beneficiaries in order to obtain feedback and comments. Dissemination activities will be logistically organised by Plan International Vietnam through project workshops with partners, stakeholders and beneficiaries. The consultant(s) will be invited to participate and present the findings online or through the agreed format.

5. Methodology

The consultant(s) will develop a detailed methodology for data collection, data management and analysis in the proposal. The methodology should respond directly to the approved project indicators and other baseline questions regarding the project contexts. It will be further developed in the Inception Report once the baseline is underway.

5.1. Methods for Data Collection and Analysis

The consultant(s) will be responsible for describing the overall baseline design, data sources, sampling methodology and data collection tools best suited to the assignment and local context. Different data collection methods are recommended, including:

- Desk review of key project documents, external literature, results frameworks, available datasets and relevant studies;
- Direct observation;
- Key informant interviews;
- Questionnaires;
- Focus group discussions.

The survey design and methodology will be discussed and agreed with Plan International Vietnam project teams and implementing partners at the beginning of the consultancy. The consultant(s) are expected to use friendly and accessible methods so that children, adolescents, young people and vulnerable participants can participate safely and meaningfully. Child participation methods are required where children and adolescents take part in the survey.

The project areas include H'Mong, Nung, Dao, La Chi and other ethnic groups. Commune-based collaborators will support interpretation for relevant ethnic languages. Plan staff and commune authorities will introduce suitable collaborators; the consultant(s) will train, guide and supervise them to ensure consistency, confidentiality and data quality.

5.2. Sample

The consultant(s) will propose an appropriate sampling methodology and sample size that are statistically valid and cost-effective, based on information provided by the project teams. Quantitative and qualitative data must be disaggregated as required by each indicator, including by sex and other relevant characteristics. The sample size and tools will be discussed and agreed with Plan International Vietnam before fieldwork starts.

The sampling strategy should describe:

- Sample size and the calculation used;
- Required respondent disaggregation;
- Number and type of locations;
- Sampling approach;
- How representation of VNM190053, VNM190054 and all 15 communes will be ensured.

The proposed sample should follow the table format below:

Indicator	Data collection methods / tools	Stakeholder	Location	Minimum number	Notes
	Questionnaires				
	FGDs				
	KII with partners and stakeholders				
	Document review / observation				

6. Ethics and Child Protection

Plan International Vietnam is committed to ensuring that the rights of people participating in data collection or analysis are respected and protected, in accordance with the Ethical MERL Framework and the Global Policy on Safeguarding Children and Young People. All applicants should explain in their proposal how ethics and child protection will be ensured during data collection, including safe, appropriate and non-discriminatory participation, special attention to children and other vulnerable groups, and protection of confidentiality and anonymity.

A risk assessment will be conducted by safeguarding focal points and the consultant team before implementing the baseline survey to mitigate foreseeable risks for children, young people and other participants.

Before data collection, the consultant(s) must obtain ethics approval from a recognised university, a national ethics committee or the Plan Ethics Review Team. Feedback from the Ethics Review Team is normally provided within 3–4 weeks from submission; sensitive applications may require longer and may involve several rounds of feedback and revision.

Level of Contact with Children: High level. Interaction with children in consultations is required. The consultant(s) must comply with Plan's safeguarding policy, Code of Conduct and applicable standards throughout the research process.

7. Key Deliverables

The consultant(s) are expected to provide the following key deliverables, at a minimum:

- Inception Report, including research methodology, indicator matrix for both projects, sampling approach, survey tools, fieldwork plan, quality control plan and safeguarding plan;
- Complete survey toolkit, including quantitative questionnaire(s), FGD guidelines, in-depth interview guidelines, observation checklists and required language adaptations;
- Electronic survey datasets, including raw, cleaned and coded data, codebook and data-cleaning records;
- Baseline indicator value tables for VNM190053 and VNM190054, clearly specifying definitions, calculation formulas, data sources and measurement methods;
- One joint draft Baseline Survey Report, with indicator values, analysis and recommendations presented separately for VNM190053 and VNM190054;
- Presentation of findings for Plan International Vietnam and relevant stakeholders;
- One joint final Baseline Survey Report, including the process summary, methodology, key findings, project-specific baseline values, analysis by target groups, limitations, conclusions and project-specific recommendations;
- Necessary qualitative notes and information in anonymised form.

8. Timeline and Estimated Working Days

The consultancy will be implemented between 20 October and 20 December 2026. The total consultancy input is expected to be 34–40 working days, subject to adjustment based on the technical approach approved by Plan International Vietnam. A detailed schedule will be agreed after recruitment. The preliminary allocation is:

Task / Deliverable	Estimated No. of working days
Kick-off and document review	2 days
Inception Report, methodology and tools	6–7 days
Piloting and finalisation of tools	2–3 days
Training and fieldwork preparation	3 days
Data collection in 15 communes	12–15 days
Data cleaning, analysis and draft report	5–6 days
Presentation and validation of findings	1 day
Finalisation of report and data handover	3 days

The specific timeline will be agreed between Plan International Vietnam and the consulting firm/team upon contract signing, while maintaining the final completion date of 20 December 2026.

9. Budget

The consultant(s) are required to propose a detailed budget for the consultancy together with the technical proposal for review and approval by Plan International Vietnam. The budget should include the number of working days and daily rate in VND for the lead consultant(s) and in-country team members. As in the Lai Chau TOR template, the consultancy fee does not include travel, fieldwork and logistical costs that will be paid directly by Plan International Vietnam.

Table of Payment Schedule:

Milestone	Amount to be Paid (%)
Submission of the Inception Report to Plan International Vietnam and upon approval	30
Submission of the final report and remaining key deliverables in Section 7 and upon approval	70

10. Management

10.1. Consulting team

- Carry out all work in accordance with the TOR and approved plan;
- Ensure independence, objectivity and quality of data;
- Be responsible for methodology, sampling, data collection, processing and analysis;
- Develop and pilot tools and train and supervise commune collaborators;
- Comply with Plan International Vietnam's policies, including ethics, safeguarding and data protection requirements;
- Maintain confidentiality of all information collected;
- Fully hand over all deliverables and data as required.

10.2. Plan International Vietnam

The designated Project Coordinator/technical focal point will coordinate consultant recruitment, work planning, methodology review and report review. Provincial Program Managers and project staff of Tuyen Quang 1 and Tuyen Quang 2 Programme Units will coordinate field arrangements and stakeholder engagement.

- Provide project documents, results frameworks, indicator matrices and necessary information;
- Work with all 15 communes and partners to notify and arrange relevant personnel for field implementation;
- Support connections with local authorities, schools, communities and stakeholders;
- Coordinate with commune authorities to introduce suitable local collaborators for training by the consultant(s);
- Provide comments on and approve the methodology, tools and deliverables according to the agreed schedule;
- Support field coordination without interfering with the independence of data collection and analysis;
- Directly cover travel, fieldwork and logistical costs as specified in Section 9 and the contract.

11. Qualifications and Experience of the Consultants

Plan International Vietnam is looking for a consultant or group of consultants with a strong record in research and evaluation related to community development and empowerment, child protection, education, gender equality, resilience and livelihoods, particularly in mountainous and ethnic minority contexts in Vietnam.

Required competencies:

- Demonstrable experience of 5–10 years in designing and conducting quantitative and qualitative research or evaluation of complex programmes, with the ability to deliver high-quality work, meet deadlines and respond to feedback;
- Demonstrable expertise relevant to the two projects, including child protection, education, girls' empowerment, gender-based violence, mental health and wellbeing, climate resilience and livelihoods;
- Strong sampling, analytical and statistical data-management skills;

- Experience in participatory research and consultations with children, adolescents, young people and vulnerable groups;
- Knowledge of Vietnam's governance and cultural context, especially mountainous and ethnic minority communities;
- Excellent understanding of child protection, safeguarding and ethical issues in research;
- Excellent written and verbal communication and reporting skills in English and Vietnamese.

12. Applications

Interested applicants should provide a proposal covering the following aspects:

- Detailed response to the TOR;
- Proposed methodology and sampling approach;
- Ethics and child safeguarding approach, including identified risks and mitigation measures;
- Proposed timeline and work plan;
- Recent CVs of proposed consultant(s);
- Two examples of previous relevant work;
- Detailed budget estimate, including daily fee rates, expenses and taxes, with a cost allocation for VNM190053 and VNM190054.

13. Proposal Evaluation Criteria

Plan International Vietnam will assess proposals based on the following key criteria:

- Relevance and quality of the research methodology;
- Understanding of the objectives, results frameworks and indicators of both projects;
- Experience in conducting similar surveys and evaluations;
- Capacity and experience of the expert team;
- Sampling plan and data-quality assurance;
- Experience in gender, child protection, resilience, livelihoods and work with ethnic minority communities;
- Feasibility of the implementation plan within 20 October–20 December 2026;
- Reasonableness and competitiveness of the financial proposal.

14. Contact

Consultant(s) interested in this consultancy should submit the proposal package in English via email to: huyen.doanthi@plan-international.org

Please reference “Joint Baseline Survey for VNM190053 and VNM190054 in Tuyen Quang Province” in the email subject and include the supporting documents outlined in Section 12.

Plan International Vietnam

Address: 6th Floor, Capital Building, Lane 36, Giang Van Minh Street, Hanoi, Vietnam.

The deadline for submitting the proposal package will be no later than: The deadline for submitting the proposal package will be no later than **09 November 2026**

We appreciate your interest. Please note that only selected applicants will be invited to the interview stage.