

## TERMS OF REFERENCE

### To conduct end of project survey (3.4.1)

Project Name:	Sexual education to young female and male students at the Thai Nguyen University (TNU)
Project Location:	Thai Nguyen Province, Vietnam
Project Implementation:	From 1st Oct. 2018 – 30th September 2021, extended to 31st Dec. 2021
Project Donor:	Civil Society in Development (CISU)
Project Budget:	DKK 708,227 (in Vietnam)
Evaluation Type	End of project survey (EPS)
Evaluation timeframe	November, 2021
Deadline to submit proposal	25 <sup>th</sup> October 2021

#### 1. BACKGROUND

Pilot project “Sexual and reproductive health education for students of Thai Nguyen University” is executed by the Danish-Vietnamese Association (DVA) in collaboration with the Research Centre for Gender, Family and Environment in Development (CGFED) with funding from the Civil Society in Development (CISU). The project will be implemented within 3 years from October 2018 to September 2021 (and extended for more three months up to the end of December 2021) at 4 member universities (Thai Nguyen University of Agriculture and Forestry, Thai Nguyen University of Medical and Pharmacy, Thai Nguyen University of Education, Thai Nguyen University of Technology) and the International School of Thai Nguyen University (TNU).

**Development Objective:** The knowledge, awareness, attitudes and practices of reproductive health and sexuality among female and male students at Vietnamese universities have changed and increased.

**Specific objectives** of the 3 years and verification indicators:

1. New youth friendly Sexual and Reproductive Health and Rights (SRHR) information material and training methods have been developed.

*Indicators:*

- 70% of the targeted female students and 50% of the targeted male students have improved knowledge on 'safe sex' and knowledge sharing it with their fellow students
  - The female and male students have increased knowledge and awareness of the relationship between unsafe sex and HIV/AIDS
2. New SRHR education has been implemented at TNU. Counselling is performed by teachers, health staff, Youth Union (YU), Student Association (SA) in a youth friendly and non-discriminatory way based on improved knowledge sharing on sexual practices among TNU students.

*Indicators:*

- 40% of the targeted female students and 30% of the targeted male students agree that an enabling environment to freely access information on 'safe sex', etc. has been established at TNU
  - 40% of the targeted female students and 30% of the targeted male students have shared knowledge on 'safe sex' with fellow students.
  - 30% of the targeted female students and 20% of the male students have asked for and received SRHR counselling from the TNU SA/YU counsellors
  - Less young female students leave the university due to early/unwanted pregnancy
3. The CGFED, TNU, SA, and YU have strengthened their legitimacy and ability as advocates of students needs on SRHR issues.

*Indicators:*

- CSOs and relevant policy makers meet on a regular basis to discuss SRHR issues and interventions
- The meetings will continue after the project ends.
- The 'Best Practice' booklet has been distributed at universities in other parts of the country

**Partners** in the project are:

- International Cooperation Center (ICC)
- Youth Union/Student's Association of Thai Nguyen University
- University of Education (TNUE), University of Technology (TNUT), University of Medical and Pharmacy (TNUMP), University of Agriculture and Forestry (TNUAF), and International School (IS).

**2. PURPOSE AND OBJECTIVES OF THE END OF PROJECT SURVEY:**

This end of project survey (EPS) is requested to provide an external appreciation of Sexual education to young female and male students at the Thai Nguyen University in relation to five criteria: relevant, efficiency, effectiveness, impact and sustainability. The EPS primarily serves the

purpose of accountability towards the donor, collaborating partners and project beneficiaries. The results from the survey are expected to offer key insights and recommendations that are useful for the learning of CGFED and its partners.

Objectives of the EPS:

- To assess program achievements in terms of relevance, efficiency, effectiveness, relevance, impact and potential sustainability
- To identify good practices, key areas of success and the critical factors that contributed to the success.
- To identify critical areas for improvement in relation to the project design, implementation and monitoring
- To generate conclusions and recommendations to inform formulation and planning processes of future programs or projects of CGFED and gender integration in Comprehensive Sexual Education (CSE )for students and youths in Vietnam context.

### 3. EPS CRITERIA

The EPS is expected to address the following criteria and related key questions:

*Relevance:* The extent to which the project responds to needs/challenges and is suited to the priorities and policies of the target groups and partners – taking into account that the context is susceptible to change over time.

*Effectiveness:* The extent to which the intended objectives and outputs have been achieved as planned in the Project Document and Logical Framework by the end of the project;

*Efficiency:* The extent to which funding, personnel, regulations, administration, time, other resources and procedures contributing to, or hindering, the achievements of results.

*Sustainability:* The degree of probability of sustaining the benefits of the intervention in the long term (after completion of the project). This criterion assesses the potential of continuation of the intervention (or key elements of the project) beyond the current funding period. To this end, four aspects of sustainability are assessed, i.e. financial, social, technical and institutional sustainability.

*Impact:* The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects. Beyond the immediate results, this criterion seeks to capture the indirect, secondary and potential consequences of the intervention. It does so by examining the holistic and enduring changes in systems or norms, and potential effects on people's well-being, human rights and equity.

The extent to which the project impacts the attitudes, skills and practices of direct beneficiaries (male and female TNU students; YU and SA of TNU) and indirect beneficiaries (health care staff and group of TNU lecturers), and how does it contribute to the stated objectives.

#### 4. METHODOLOGY

The consultant is expected to use a combination of desk review (including relevant policies, project documents, project annual reports and others), field trip observations, in-depth interviews and/or focus group discussions with implementing organization (CGFED and TNU), sample of direct beneficiaries (male and female TNU students including ethnic minority students, coordinators from five member universities/faculties, core lecturers/trainers or health care staff), survey with direct beneficiaries of the participating universities.

In case of the outspreading covid-19 pandemic and field trip to TNU could not be carried out, the consultant is expected to applied online method to implement in-depth interviews, focus group discussions with target groups at TNU.

#### 5. PROCESS OF THE EPS:

Taking the purpose and criteria of this EPS into account, the consultant is invited to elaborate upon his/her choice of methodology and tools:

- Detailed and focused desk review, including review of key project documentation and consultations with CGFED staff
- Development and validation of a detailed evaluation methodology with CGFED staff. The delivery of this includes evaluation matrix, program for the field visit, and data collection instruments (questionnaires, in-depth interview, and focus group discussion) for each target group. Identification of target groups/people to meet/interview. Consultant is also required to develop an online survey program in case field-trips to TNU is impossible due to Covid-19 pandemic.
- Engagement and in-depth interviews and/or focus group discussions with key staff/partners involved in the implementation of key project activities, included but not limited to the following respondents:
  - CGFED project team
  - Key partners at TNU, including representatives from TNU Project Management Board (PMB)/Co-ordinating Group (CG) and , core lecturers/health-care staff, YU/SA at levels
- Survey with male and female TNU students, including ethnic minority students
- Analysis of data collected during EPS process
- Consolidate, review and finalize findings
- Meeting with CGFED project team to review the findings
- Present the final EPS results in the project's final review workshop

Content and length of the report:

- The report will be maximum 20 page length (appendices are excluded)
- The report will convey following contents:
  - Achievements of the various objectives
  - Assessment of indicators

- Main challenges: how has the intervention strengthened civil society?
- The most important changes
- Target group and improvements
- Partnerships
- Monitoring/evaluation/ learning
- Experiences/ results been gathered
- Most significant lessons learned
- Sustainability
- CISU's Good advice

## 6. DELIVERABLES

The following outputs are envisaged:

- Inception report with relevant findings from the desk review, a program with timeframes and activities guiding the fieldwork and evaluation matrix.
- A debrief meeting with CGFED to share initial findings and conclusions from results of the fieldwork
- Draft the EPS Report
- Final EPS Report

All written reports must be submitted in English (Final EPS report to be submitted both in Vietnamese and English).

## 7. RESPONSIBILITIES AND TIMEFRAMES

The consultancy will take place from 1<sup>st</sup> November to 20<sup>th</sup> December, 2021.

A preliminary timeframe will look like:

Dates	Activity
1 <sup>st</sup> November 2021	<ul style="list-style-type: none"> <li>• Signing of contract</li> <li>• Briefing between CGFED and consultant</li> <li>• Handling over of project documents and documentations (including video clips, if needed)</li> </ul>

Dates	Activity
1 <sup>st</sup> – 10 <sup>th</sup> November, 2021	<ul style="list-style-type: none"> <li>• Desk review</li> <li>• Inception report containing program with timeframe and activities for the field work and evaluation tools</li> <li>• Presentation of the inception report</li> <li>• Feedback on the proposed program and evaluation tools from CGFED</li> <li>• Finalizing field-program and evaluation tools</li> </ul>
11 <sup>th</sup> - 12 <sup>th</sup> November, 2021	<ul style="list-style-type: none"> <li>• Interviews with CGFED project team</li> <li>• Field work preparation</li> </ul>
15 <sup>th</sup> - 19 <sup>th</sup> November, 2021	<ul style="list-style-type: none"> <li>• Field work at TNU</li> </ul>
22 <sup>th</sup> – 30 <sup>th</sup> November, 2021	<ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Draft report</li> </ul>
10 <sup>th</sup> – 13 <sup>th</sup> December, 2021	<ul style="list-style-type: none"> <li>• Revise and submission of final report (in Vietnamese and English) by consultant</li> </ul>
15 <sup>th</sup> – 20 <sup>th</sup> December, 2021	<ul style="list-style-type: none"> <li>• Present the EPS final report at the Final review workshop of the project</li> </ul>

An alternative timeframe can be provided by the consultant in the proposal. However, the final report must be submitted by 13<sup>th</sup> December 2021.

## 8. MAXIMUM BUDGET

Maximum budget for the consultant is 3.500 USD (Three thousand and five hundreds US Dollars) including consultation remuneration, tax and insurance.

CGFED is responsible for deducting 10% of the consultant's remuneration to pay personal income tax in accordance with the regulations of the State of Vietnam and is responsible for directly paying the expenses of travelling, accommodation in the field and organization of meeting with relevant stakeholders.

## 9. EXPECTATIONS REGARDING PROPOSALS

CGFED is inviting to come up with a proposal containing at least:

- A detailed outline of the envisaged activities and outcomes, including an introduction of the evaluation tools which will be used

- Proposal of consulting remuneration including an estimation of the time to be invested in working hours (a daily rate and an estimated number of days for each part of the assignment)
- An updated CV of the consultant is to be attached to the proposal
- References and other information supporting the required expertise listed in the qualitative requirements

The proposal have to be submitted in English to CGFED.

## 10. QUALITATIVE REQUIREMENTS

CGFED invites consultant with the following expertise to submit a proposal:

- Proven knowledge and understanding of gender, SRHR for youths and/or capacity development issues within the Vietnamese university education sector
- Proven knowledge and understanding of gender & SRHR for youth -related issues within the Vietnamese context
- At least 5 years of experience with conducting research, monitoring and/or evaluation in the education sector
- At least 3 years of experience with the evaluation of donor driven projects
- Strong analytical and reporting skills
- Experience with participatory assessment processes

## 11. DEADLINE FOR SUBMITTING PROPOSALS

Proposals are sent to Ms. Than Nguyen Phuong Hai, project staff via e-mail to:

[phuonghai@cgfed.org.vn](mailto:phuonghai@cgfed.org.vn)

The closing date for proposals is 25<sup>th</sup> October 2021 23:59 pm (Vietnam time).

The following time line will be followed in awarding the procedure:

Deadline submission	October 25, 2021 23:59 pm (Vietnam time)
Opening submission	October 26, 2021
Negotiating procedure	October 27-28, 2021
Final decision and awarding	October 29, 2021