



## **SCOPE OF WORK**

### **Baseline survey: Data Analysis and report writing**

#### ***Basic information***

The project: “Unexploded Ordnance/Mine risk education (UXO/MRE) and comprehensive community support for landmine incident survivors in high risk communities” aims to bring UXO/MRE messages to at-risk groups in targeted communes of Quang Tri (QT), Quang Binh (QB) and Quang Nam (QN) provinces. This project also capitalizes on CRS’ 18 years of working with people with disabilities (PWD) to increase their access to quality social services. In this project, CRS aims to continue to improve both the school-based and the outreach MRE model in existing project areas, while also working to sustain the school-based MRE in all districts of QB, QT and QN.

In 2014-2016, CRS proposes to scale up school-based MRE to 470 new schools in high-risk districts and will further efforts to introduce and refine the Mine Risk Education Integration Guideline (MREIG) for eventual scale-up in QN province. CRS will also expand support to landmine (LM)/UXO victims by strengthening the current volunteer networks and establishing 11 new ones in 11 communes in QT, QB, and QN provinces, to link LM/UXO survivors’ needs with local service providers, including government support. As a new component in this phase, CRS will introduce the MREIG in the Teachers’ Training Institutes to future teachers in QT, QB and QN provinces, and also to 4 additional provinces for potential replication of the MREIG in high risk areas.

Local project partners—including the provincial Departments of Education and Training (DOETs) and stakeholders such as Departments of Labor Invalid and Social Affairs (DOLISA) at the provincial and district levels—will play a crucial role in all stages of project implementation. As mentioned, MREIG will be expanded to 4 new high-risk provinces, and Quang Tri Teachers Training Colleges will be selected as the primary project partner for this aim.

In October 2014, CRS and its partners in three provinces have completed the qualitative and qualitative data collection for the baseline survey. CRS is now seeking for an experienced consultant to analyze data and write the baseline survey report. The detailed information on the service is as below:

#### **Responsibilities**

##### ***Consultant:***

- Analyze qualitative and qualitative data of the survey.

- Write the baseline survey report based on CRS’s template (The length of report should not be over 15 pages)

**CRS:**

- Provide consultant needed documents such as qualitative and quantitative data of the survey and other relevant project documentation.
- Provide a template for the report.
- Review draft report and provide comments for the finalization of the report.

***Deliverables:***

1. Data analysis table
2. Baseline survey report

***Timeline***

	<b>Activity</b>	<b>Time</b>	<b>No. of working days</b>
1	Analyze data	23-24/02/2015	2 days
2	Draft the report based on CRS’ report template and share with CRS for review	25-27/02/2015	3 days
3	Integrate CRS’ suggestions into the report	02/03/2015	1 day
4	Finalize the report	03/03/2015	1 day

***Qualification***

1. At least 5 years experience working in mine action or disability programming or Monitoring and Evaluation
2. Master’s degree in Education, Social Work, Development or other relevant field, and/or equivalent experience as an evaluator
3. Understanding of the UXO/mine situation in Vietnam.
4. Ability to write a professional-standard report in English.
5. Good communication skill in both Vietnamese and English languages.

***Compensation:***

CRS will pay the consultant a fixed daily rate. The rate will depend on the selected consultant’s level of experience and capacity.

***Applicant submission:***

- Applications should be sent to Ms. Tran Thi Thu Hang at email address: [recruitment.vietnam@crs.org](mailto:recruitment.vietnam@crs.org)
- Deadline for application **February 10, 2015**