

TERMS OF REFERENCE

BASELINE SURVEY

I. BACKGROUND

People with Disabilities are often invisible in Disaster Risk Reduction (DRR) practice when in fact they represent 15% of any population and are amongst the most vulnerable to significant loss of life and income in disaster situations. Viet Nam is constantly threatened by climate change and natural disaster, which puts sustainable economic development at risk. The activity relates directly to the national development plans that mandate DRR. The Prime Minister of Viet Nam approved a National Strategy for Disaster Prevention and Response, which identifies persons with disabilities as part of a vulnerable group, which presents an opportunity to incorporate disability-inclusion at the highest level.

National Institute of Agricultural Planning & Projection (NIAPP) and CBM, the International Christian Development Organization, are developing Disability Inclusive Disaster Risk Reduction (DiDRR) activities in Viet Nam. The project on Disability Inclusive Disaster Risk Reduction and Income Diversification for ethnic minorities of Viet Nam, supported by CBM Germany, will be implemented for a period of 3 years (2015-2017) in Kon Tum, the Central Highlands, Viet Nam. Key project partners are local government (Kon Tum city People Committee, Ward/Commune People Committees, Department of Labour, Invalids and Social Affairs, Department of Agriculture and Rural Development...) and Kon Tum Association for the Support of Disabilities and Orphans (KASDO).

The overall goal of the project is to increase disaster resilience of ethnic minorities in Viet Nam. The long-term outcome of project is “Good practice of Disability Inclusive DRR and diversified income for ethnic minority in Central Highland of Viet Nam is implemented by local government and communities, and promoted nationally”. And the specific outcomes of project are (i) Local community including people with disability (PWD) and stakeholders enhance skills and knowledge in DiDRR and Diversify Incomes, (ii) Increased awareness and consultation amongst key local and national stakeholders to inform national practice, and (iii) Program documentation is developed and presented for government use.

II. OBJECTIVES OF THE CONSULTANCY

The survey aims at selecting suitable pilot sites and finding out the current situation of beneficiaries on the occasion of beginning stage of the project as a baseline survey so that NIAPP as well as CBM can monitor the progress and impact in line with indicators stipulated in the Project Design Matrix, which describes the detailed framework of the project.

The specific objectives of this consultancy are:

- i. To select the most suitable communes/wards for the project intervention. The number of the project target communes/wards is not more than 11 as indicated in the Project Document.
- ii. To collect information that can be used as base line data related to the objectives as well as the expected outcomes and outputs of the project.
- iii. General information about socio-economic conditions, PWD classification;
- iv. Actual situation of local natural disaster prevention, DRR at commune, infrastructure, local participation, PWD inclusive;
- v. Agricultural and non-agricultural production, labor, cooperative, production group, interest group, PWD livelihood;
- vi. Identify field staff during conducting baseline survey.

III. METHODOLOGY

Based on the existing relevant tools available at NIAPP and CBM, the consulting firm/team will select their most relevant methodology and design tools as long as being valid and reliable, and present them to NIAPP for agreement before conducting the survey. These designed tools including data forms, questionnaires, report templates, etc. will be used for baseline survey.

It is required that within the baseline survey, the consulting firm/team will use both qualitative and quantitative methods. During undertaking the assignment, the consulting firm/team can flexibly use different techniques for data/information collection and collation, main techniques to be used should include field observation, focus group discussion, key informant interview, and in-depth interview, etc.

The household survey will be conducted accompanying with the baseline survey in 2015. Household surveys will be implemented with the scope of sampling

about 10% of the targeted population and 25 % of households who has people with disabilities of a control commune. The households will be randomly selected at baseline survey.

It is highly recommended that the most vulnerable groups are participating in the process of measuring the qualitative indicators in the field.

III.1 Scope of work of the consultancy

Steps for baseline survey implementation:

- Collect basic information on socio-economy situation, issues related to people with disability; formulate preliminary report on commune situation;
- Have meeting with local partners to formulate criteria of selecting pilot communes. These criteria can be defined based on economic conditions, difficulty level of people with disability, in high risk of disaster, etc.
- Mark for selection, at least 15 communes which are appropriate with the implementation of baseline survey;
- Organize survey at pilot communes, applying tools such as deep interview, PRA to collect information on Types of Hazards, Frequency of hazards, Requirement of external support, Scale of disaster impact, emergency response and / or DRR plan, Number and types of persons with disabilities, the major types of persons with disabilities, Mobilization of persons with disabilities, disabilities receiving rehabilitation services, assets and resources of people with disability, major livelihood activities of people with disability and community, livelihood strategy, difficulties, challenges for developing livelihood of people with disability and community;
- Based on results of baseline survey, pilot communes will be selected according to the rank from high to low;

III.1.1 *Develop the baseline survey framework*

- Desk review of the project log frame and design.
- Give comments on the project indicators that will be used for the collection of basic data and to re-check that these indicators must be in line with the objectives of the project. The indicators should be both quantitative and qualitative, and ensure effective M&E of the project.
- Develop Proposal for a framework, sample size and tools for the baseline survey based on existing documents of the project.

III.1.2 *Conduct field surveys at selected sites*

Conduct field survey in selected project sites as per the work plan and methodologies and tools agreed between the consultancy firm/team and NIAPP's PMU.

The collected data/information should give a fair picture of the socio-economic situation at the project areas, particularly in the aspects of livelihoods, DRR and disabled people inclusion.

The consultancy firm/team will mainly facilitate, guide and monitor the survey, which will be done by the related staffs of NIAPP and project stakeholders at local levels. The consultancy firm/team will facilitate a day training on and testing of the baseline survey tools for the related local staffs, who will participate in the data collection for the survey.

III.1.3 Process the collected data and information from the field surveys

Consultancy firm/team is responsible to process and analyze all data and information gathered from the field survey with close consultation with NIAPP staff to ensure the reliability and accuracy of these data and information.

III.1.4 Reporting

The consultant will take key responsibilities as follows:

- Analyze and write reports
- Share key results from the evaluation in the consultation meeting
- Revise and finalize the reports in English and Vietnamese

The data/information in the baseline survey reports must contain enough detail to be used as the benchmarking for the current situation of the project. The baseline data/information related to the project indicators must be mentioned and identified in the baseline survey report. The baseline report template is suggested in the Annex 1.

Deliverables by consultancy:

- Working plan in details
- Primary data and data processing sheet
- Report on baseline survey, selected communes/wards, and suggestion for field staff in English and Vietnamese version

III.2 Consultant's Tasks and Work plan

This consultancy will last from 1 October to 6 November 2015. The specific amount of working days will be used as one of the basis for consultant selection along with their proposal. The key tasks is shown as below:

#	Activity	Tentative deadline	Responsibility
A	Prepare for baseline survey	16-21/10/2015	
1	Desk review of the project design, activities, indicators and related documentation Give comments on the project indicators for adjustment		Consultancy firm/team
2	Develop proposal for a baseline survey framework including tools, sample size and methods to collect information and analysis. Develop detailed workplan for field survey including training on data collection methods and tools for NIAPP and local staffs		Consultancy firm/team (with close technical support from NIAPP)
3	Discuss with NIAPP staff on the proposed baseline framework and tools		Consultancy firm/team & NIAPP staff at country office
4	Finalize the baseline survey proposal and tools		Consultancy firm/team
B	Carry out the baseline survey at selected sites	22-31/10/2015	
1	Provide training to relevant staff (NIAPP and its partners) on basic data collection		Consultancy firm/team (with NIAPP making logistical arrangement)
2	Conduct field survey to collect information and data from selected project areas and involved stakeholders.		Consultancy firm/team (with NIAPP making logistical arrangement)

C	Process the collected data and information from field survey and write report	1/11- 16/11/2015	Consultancy firm/team
1	Analyze data/information and prepare draft report (English and Vietnamese version) Submit draft report	1-10/11/2015	
2	Share the results from the baseline to the consultation meeting held by NIAPP Facilitate one day workshop to be organised in Kon Tum with participation of about 20 staffs of project stakeholders	12/11/2015	Consultancy firm/team & NIAPP staff
3	Finalize and submit baseline survey report (Vietnamese and English version) to respond to inputs/comments gathered from the consultation meeting and from NIAPP staff	16/11/2015	Consultancy firm/team

IV. CONSULTANT SPECIFICATIONS

IV.1 Technical expertise

- In-depth knowledge of development discipline and is aware of at least one of the following topics: livelihood, disaster risk reduction, inclusive development, disability related policies, international aid and local government systems;
- Have knowledge and experience in a rights - based approach to development.
- Have practical experience and good skills on designing M&E plan, developing tools and writing report.
- Experience in conducting surveys, data collection and entry, analysis and production of monitoring reports for development projects.
- Have rich experience working with local communities particularly the vulnerable groups.
- Have good command of written and spoken English.
- Experience in coordination with multi-stakeholders especially government partners.

IV.2 Submit proposal

The interested consultancy firm/team is requested to submit to NIAPP a full proposal which includes:

i) Background

ii) Approach and methodology

- Key information to be collected under the baseline survey.
- Methodologies to be used for this evaluation reflecting the project outcomes included to this TOR.
- Target groups and sample size and locations.
- List of tools + guidelines on how to use.

iii) Tentative workplan

- Tentative implementation plan
- Location and timeline for the consultancy

iv) Team composition

- List of consultancy firm/team members, expertise and task assignment in the framework of this consultancy.

v) Financial offer

- Estimated total person working days
- Estimated rate and costs for this consultancy package

i) Annexes

- Consultant's CVs
- Any material/document as reference related to this task assignment
- Short profile of consulting firm (if it is applicable)

V. **REPORTING**

By November 16, 2015 the consultancy firm/team will have to submit to NIAPP:

- A full evaluation report in English and Vietnamese agreed by NIAPP and CBM.
- The recommended report structure is described in Annex 1.
- Supporting documents: Compiled raw data and compiled observation records

VI. ACCOUNTABILITY AND RESPONSIBILITY

- During implementation of this consultancy, the consultancy firm/team will work directly with the NIAPP, local implementing agencies at all levels and beneficiary households to collect relevant data /information. For technical matters, the consultancy firm/team will coordinate closely with the NIAPP project team, in particular the project coordinator and project officer. The consultancy firm/team may need to meet with several other project technical consultants to secure information on relevant issues, including consultants in DRR, livelihood development, disabled people support and others as needed.
- NIAPP will work closely with the consultancy firm/team to coordinate and consolidate input from NIAPP to final report.
- NIAPP will be responsible for approving the baseline survey report.

VII. BUDGET

Budget for the consultancy will be based on the proposed methodology and the negotiated number for working days.

VIII. HOW TO APPLY

All application must be submitted before **5pm, 15 October, 2015.**

Address for Application:

National Institute of Agricultural Planning and Projection

International Cooperation and Project Management Division

61 Hang Chuoi, Ha Noi, Viet Nam

Or via email: vuthuclinh2000@gmail.com, cc to: HongNga.Nguyen@cbm.org

ANNEX 1: PROPOSED REPORT FORMAT

Acronyms and Abbreviations

Table of Contents

List of Tables and Charts

Executive summary (to gain familiarity prior to reading the report, or as a summary for those who will not ready read the entire report). Should not be more than 4 pages

- i. Clearly organized structure (Introduction, issue, need for the deep review, findings, conclusions and recommendations)
- ii. What are the key findings
- iii. What are the strengths and weakness of the study

I. Methodologies

II. Findings/ results

III. Conclusions and Recommendations

- i. Conclusions
- ii. Recommendations
 - For program design
 - For revision of the project plan/logframe
 - For regular monitoring
 - For Mid-term and Final evaluations
 - For disability inclusion
 - For field staff selection
 - Others

IV. References

V. Annex: Evaluation Tools, questionnaires, etc.

ANNEX 2: ASSESSMENT CRITERIA

Primary assessment to identify most suitable communes for the baseline survey

Objective:

Appropriate communes are selected as project locations.

Specific Objectives:

- Collect available information on disaster, livelihood and disability from communes essential to identify appropriate communes as project location.
- Minimize risk of selecting communes that will not generate quality and adequate learning on DiDRR for wider dissemination.
- Contribute in increasing the effectiveness and efficiency of the project.

Source and validation of information:

- Secondary information available with Government Institutions (*Examples: Committee of Flood & Storm Control – Irrigation Department, Commune level People Committee, Kontum City Economic Division and if needed Disaster Management Centre, Vietnam Red Cross*)
- Triangulation – *Consultations with commune residents including persons with disabilities and their families selected randomly from the communes reporting hazard risks and regular disasters.*

Key considerations:

- Authenticity of information
- Ownership
- Led by a local actor
- Participatory
- Minimum resource requirement – Time, human, material and money

Responsible agency to conduct the Primary Assessment:

- NIAPP
- Kontum Economic Division and KASDO

Supported by:

- CBM Vietnam Country Office

Responsibilities and process:

- NIAPP will provide the primary assessment format and guideline to Kontum Economic Division.
- Kontum Economic Division can collect the information from different stakeholders at Kontum (Commune level People Committee, Irrigation Department, etc.) and provide to Kontum Economic Division. Kontum-ED also has their own information/documents
- Existing project staff under NIAPP can research on the provided Secondary Information and complete the primary assessment format.
- NIAPP and CBM Vietnam will identify the Communes for triangulation of information.
- Kontum Economic Division and KASDO representatives could visit these communes for consultation with community people, persons with disabilities and their families. *(If NIAPP representative could join it would be better).*
- Based on all finding information initially sent and random triangulation; the communes for baseline and project location are identified by NIAPP in consultation with CBM Vietnam.

Major Criteria for primary selection of communes

A. Proneness to disasters and capacity responding to disaster

- Types of Hazards
 - Slow on-set flood,
 - Flash flood,
 - Tornadoes/Storms,
 - Land erosion
 - Drought,
- Frequency of hazards
 - Six-monthly to annual event
 - Once in every two to three years
 - Not regular, once every four to six year
- Requirement of external support
 - The commune requires support from outside after a hazard strike. (Usually or always)
 - The commune does not require support from outside after a hazard strike. (Usually or never)
- When did the last disaster strike the commune?
 - Write the year _____
 - What was the hazard _____

- o Did the commune receive external support? Yes / No
- Scale of disaster impact
 - o Human lives and property are affected (Human lives implies = death / injury / missing. And Property implies = houses/furniture/livestock)
 - Severe = 76% to 100% of the commune
 - Major = 51% to 75% of the commune
 - Moderate = 26% to 50% of the commune
 - Minor or none = Less than 25% of the commune
 - o Food and livelihood affected (Farming land, stored agriculture harvests & food, income generation activities & resources)
 - Severe – Major – Moderate – Minor or none
 - o Clean water and environmental sanitation (Clean water sources, latrines...)
 - Severe – Major – Moderate – Minor or none
 - o Infrastructure damages (dykes, dams, water reservoirs, roads & bridges, schools, clinics...)
 - Severe – Major – Moderate – Minor or none
 - o Are households of persons with disabilities affected?
 - All – Some – None
- The commune
 - o Has an emergency response and / or DRR plan. (Yes/No)
 - o Has listed & trained volunteer group to respond during disaster times. (Yes/No)
 - o Is there any person with disability and / or their family member in the trained volunteer group (Yes / No)
 - o Is one of the 6,000 communes identified by Vietnamese Government where capacity on DRR is planned to be built.
 - o Poverty rate
 - o Public infrastructure situation
 - o Housing situation of the residents
 - o Other facilities for preparedness and emergency (rescues facilities, early warning system, evacuation shelters, etc.)Human power for DRR: CFSC, task force, rescue teams, etc. and their capacity
 - o Others

B. Livelihood

1. Current agricultural situation

- Agricultural production
 - Typical cropping pattern
 - Planted area and yield
 - Average farming scale & land distribution
 - Existing extension system
 - Existing farmer organization
 - Major problems relative to agricultural production
 - Current situation of irrigation and water management
2. Overview of existing irrigation system
 - Existing irrigation management organization
 - Water distribution
 - Maintenance
 - Water fee
 - Participation of farmers
 - Major problems relative to irrigation and water management
 3. Mapping of all the existing rural infrastructure and facilities (road, weirs and irrigation canals, water supply facilities) (1:50,000scale).
 4. Items of Household survey

Items of Household survey
1. Household characteristics 1.1 Composition of households 1.2 Family member who are involved in farming 1.3 The level of education per each family member 1.4 Working hours for farming per each family member 1.5 Participation in farmers' union 1.6 Participation in agricultural cooperative
2. Farm and Capital 2.1 Area of land cultivated 2.2 Number of Buffalo, Cows, Pigs, Goats owned 2.3 Farm Equipment Ownership and Rental 2.4 Existence of debt or not, the amount, if any
3. Agricultural Production, Sales and Costs 3.1 Variety of crops 3.2 Cropping pattern (Cycle of production) 3.3 Amount of production and yield 3.4 Unit of selling price of production

- 3.5 Annual income
- 3.6 Annual cost for farming
- 3.7 Amount of seeds procured and its annual cost/ unit price
- 3.8 Amount of fertilizers procured and its annual cost/ unit price
- 3.9 Amount of pesticides procured and its annual cost/ unit price
- 3.10 Other annual costs

4. Farming techniques (Farming practices)

- 4.1 Means of Tillage, Soil puddling, Seedling , Sowing, Planting, Watering, Weeding, Harvesting, Processing, Marketing
- 4.2 Variety of Seeds (quality, non-disease or not)
- 4.3 Variety of fertilizers (chemical, organic, lime, compost or leaves)
- 4.4 Variety of pesticides
- 4.5 Management of weed (by hand, by pesticides)
- 4.6 Knowledge and skills on plant protection
- 4.7 Number of days of stopping pesticides and fertilizers before harvesting
- 4.8 Means of water resources
- 4.9 Means of watering
- 4.10 Water management on farm
- 4.11 Means of harvesting
- 4.12 Means of categorizing products
- 4.13 Means of storing products
- 4.14 Any treatment after harvesting
- 4.15 Budget for farming (labor, fertilizer, pesticides, materials, electricity, seedlings)
- 4.16 Means of acquiring information or knowledge on farming

5. Services provided by DARD and other governmental agencies

- 5.1 Experience of participating trainings or not, contents of trainings, if any
- 5.2 The level of satisfaction on previous trainings
- 5.3 Relationship with extension workers, and its frequency of collaboration
- 5.4 Frequency and contents services or guidance which extension worker provides
- 5.5 Knowledge about variety and contents of services provided by DARD, and the level of satisfaction on those
- 5.6 Knowledge about variety and contents of services provided by governmental agencies, and the level of satisfaction on those
- 5.7 Relationship with agricultural cooperative, and its frequency of collaboration
- 5.8 Frequency and the level of satisfaction on the contents of services which agricultural cooperative provides

- 5.9 Relationship with farmers' club, and its frequency of collaboration
- 5.10 Frequency and the level of satisfaction on the contents of services which farmers' club provides
- 5.11 Relationship with neighboring farmers and its frequency
- 5.12 Exchanging information on farming with neighboring farmers or not

6 Marketing and Distribution

- 6.1 Channel of purchasing necessary production materials such as seeds, fertilizers and pesticides
- 6.2 Channel of distributing products
- 6.3 Means of acquiring information on market price
- 6.4 Means of acquiring knowledge and skills on better marketing and selling

C. Disability

- Number and types of persons with disabilities
 - Is list of persons with disabilities available? (Yes / No)
 - How many persons with disabilities are currently listed?
 - Total = _____
 - Male = _____
 - Female = _____
 - What are the major types of persons with disabilities?
 - Physical = _____
 - Visual = _____
 - Speech & Hearing = _____
 - Intellectual = _____
- Mobilization of persons with disabilities
 - Are there any Self Help Groups of persons with disabilities? (Yes / No)
 - Male = _____
 - Female = _____
- Are persons with disabilities receiving rehabilitation¹ services? (Yes/No)
 - Most – Many – Some – Very few or none
- Where do the persons with disabilities from the commune receive rehabilitation services from?
 - Names _____
 - Services provided _____

¹ Physiotherapy, Occupational therapy, Counseling, Speech therapy, assistive devices, etc.