



**VIET NAM RED CROSS VNRC)
FRENCH RED CROSS (FRC)**



French Red Cross: 59 Quang Trung street, Hai Ba Trung district, Ha Noi, Viet Nam
Phone: 04 3941 0967 / Fax : 04 3941 2916

Terms of Reference (ToR)

BASELINE SURVEY CONSULTANT

**for a “Gender-sensitive Community-based Disaster Risk Management” Project in
Son La and Lai Chau Provinces**

1. BACKGROUND

The Viet Nam Red Cross

The Vietnam Red Cross Society (VNRC) is a humanitarian and social organization founded on 23rd November 1946 by President Ho Chi Minh who was also its first honorary President. The Society is an active member of the International Federation of the Red Cross and Red Crescent Societies (IFRC) and the Vietnam Fatherland Front.

VNRC operates nationwide with seven focused areas: emergency relief and humanitarian aid; health care; first aid; donation of blood, tissues, organs and bodies; tracing of relatives missing in wars, natural disasters and other disasters; dissemination on humanitarian values; participation in disaster preparedness and response.

The French Red Cross

The French Red Cross (FRC) seeks to prevent and alleviate human suffering and to improve the situation of vulnerable people. The French Red Cross carries out activities in France and worldwide, in close coordination with the International Red Cross and Red Crescent Movement and their sisters organizations. The French Red Cross core areas of intervention are: social care, health, disaster preparedness and relief with a transversal emphasis on capacity building. Since mid-1990s, the French Red Cross has been supporting the Vietnam Red Cross to implement humanitarian and development activities with a special focus on disaster relief, response and preparedness.

Within the framework of a Community Based Disaster Risk Management (CBDRM) project, FRC and VNRC are now looking for a skilled consultant or company to implement the initial baseline survey of the project.

2. PROJECT INTRODUCTION

With the support of the “Agence Française de Développement”, the American Red Cross (ARC) and the “Ready Fund” (a financial reserve of the French Red Cross funded by corporate members), the project named “**Gender-sensitive Community-based Disaster Risk Management project in ethnic minorities areas of North-West Vietnam**” has been launched in January 2015 with the objective “to increase capacities of vulnerable ethnic minority communities and local actors to prepare for disasters and reduce risks through a gender-sensitive, participatory and replicable approach”.

This 42 months project, implemented by Vietnam Red Cross with the technical and financial support of the French Red Cross and the American Red Cross, aims at building safer and more resilient communities for ethnic minority people in 12 communes and wards of Son La and Lai Chai Provinces.

2.1. Project Objective

The overall objective of the project is to contribute to the resilience of North-West Vietnamese women, men and youths facing the impacts of natural hazards.

The specific objective of the project is to increase capacities of vulnerable ethnic minority communities and local actors to prepare for disasters and reduce risks through a gender-sensitive, participatory and replicable approach.

The project objective is in line with the National CBDRM Programme of the Government of Vietnam and the VNRC framework on CBDRM, utilizing tools and approaches that are already well-tested and recognized for their efficiency and impact. This objective is planned to be achieved through four expected results:

Result 1: Capacities of the VNRC and local authorities in the targeted provinces to implement gender-sensitive DRM and disaster preparedness (DP) activities are increased.

Result 2: Targeted vulnerable communities have reduced their risks through participatory planning and action.

Result 3: Targeted schools are better prepared to respond to disasters.

Result 4: Learnings from the project are shared at national level.

2.2. Project Location

The project will be implemented in 10 communes and 2 urban wards located in Lai Chau and Son La Provinces, two provinces of North-West Vietnam. The table below summarizes the Project's locations and their demographic characteristics.

| Location | Number of villages | Number of beneficiaries | | | Number of Households | Number of Schools and satellite schools | Number of students in grade 4 and 5 | | | Main Ethnic group at commune level |
|--------------------------|--------------------|-------------------------|--------------|--------------|----------------------|---|-------------------------------------|-------------|-------------|------------------------------------|
| | | Total | Male | Female | | | Total | Male | Female | |
| LAI CHAU PROVINCE | 70 | 31000 | 1550 | 15559 | 6 061 | | 3609 | 1818 | 1791 | |
| • Tam Duong | 24 | 7452 | 3622 | 3891 | 1 333 | | 944 | 486 | 458 | - |
| Khun Ha commune | 15 | 4 879 | 2355 | 2524 | 794 | 0+11 | 673 | 348 | 325 | Hmong |
| Ban Hon commune | 9 | 2 573 | 1267 | 1367 | 539 | 1+5 | 271 | 138 | 133 | Lu |
| • Than Uyen | 37 | 19687 | 1021 | 9470 | 3 594 | | 2406 | 1194 | 1212 | - |
| Muong Kim commune | 17 | 10 439 | 5433 | 5006 | 1 998 | 3+9 | 1233 | 619 | 614 | Thai |
| Ta Gia commune | 10 | 5 077 | 2651 | 2426 | 846 | 2+8 | 631 | 293 | 338 | Thai |
| Khoen On commune | 10 | 4 171 | 2133 | 2038 | 750 | 2+8 | 542 | 282 | 260 | Thai |
| • Lai Chau town | 9 | 3861 | 1663 | 2198 | 1 134 | | 259 | 138 | 121 | - |
| Quyét Tien ward | 9 | 3 861 | 1663 | 2198 | 1 134 | 1 | 259 | 138 | 121 | Kinh |
| SON LA PROVINCE | 92 | 36 520 | 18444 | 18072 | 8 148 | | 1456 | 748 | 708 | |
| • Thuan Chau | 45 | 12 402 | 6237 | 6162 | 2 467 | | 470 | 260 | 210 | - |
| Ban Lam commune | 18 | 3 765 | 1915 | 1850 | 730 | 1+2 | 129 | 76 | 53 | Thai |
| Chieng Ngam commune | 16 | 5 539 | 2770 | 2769 | 1 094 | 1+5 | 212 | 108 | 104 | Thai |
| Chieng La commune | 11 | 3 098 | 1552 | 1543 | 643 | 1+1 | 129 | 76 | 53 | Thai |
| • Muong La | 34 | 12 799 | 6682 | 6116 | 2 734 | | 574 | 282 | 292 | - |
| Chieng San commune | 9 | 3 516 | 1785 | 1731 | 751 | 1+8 | 159 | 80 | 79 | Thai |
| Chieng Lao commune | 25 | 9 283 | 4897 | 4385 | 1 983 | 3+13 | 415 | 202 | 213 | Thai |
| • Son La town | 13 | 11 319 | 5525 | 5794 | 2 947 | | 412 | 206 | 206 | |
| Chieng Le ward | 13 | 11 319 | 5525 | 5794 | 2 947 | 1 | 412 | 206 | 206 | Kinh |
| TOTAL | 162 | 66 759 | 3394 | 33631 | 14 209 | | 5065 | 2566 | 2499 | |

3. SURVEY OBJECTIVE AND DATA COLLECTING SCOPE

3.1. Definition

A **baseline survey** is an analysis describing the initial conditions before the start of a project, against which progress can be assessed or comparisons made. The data collected acts as indicators and can be used for comparison later in the project (end-line survey for example) to help determine what difference the program has made towards its objectives.

3.2. Baseline survey objectives

The baseline survey will aim at getting an in-depth understanding of the community's resilience towards disasters risks including their disaster preparedness and awareness, vulnerability to and knowledge of climate change, incomes and livelihood situation, all of them including a strong gender perspective. This baseline survey will also be used as one of the foundations for the monitoring and evaluating processes of the project. In addition, this baseline survey results will provide initial status of all indicators mentioned into the project logical framework. The results of the comparison between the baseline and the end line surveys (planned in 2017) will provide important metrics to assess the impact of the actions.

This consultancy will also contribute to the capacity building of Vietnam Red Cross staff with the field survey component at the individual level that will have to rely on VNRC staff for individuals' questionnaires.

The specific objectives of the data conducting to be carried on:

1. To assess knowledge and capacity of project stakeholders at different levels (central, provincial, district and commune) in terms of Disaster Risk Reduction (DRR), Disaster Risk Management and the existing links with gender.
2. To assess community and local authorities' knowledge, preparedness and awareness on DRR with a gender perspective.
3. To assess the school capacity and pupils' knowledge, preparedness and practices on DRR with a gender perspective.
4. To reinforce the capacities of VNRC staff with regards to surveys conducting

3.3. Scope of data conducting and expected outcome

The baseline survey data conducting specifies focus:

| Level | Objective | Methodology proposed | Expected outcome |
|---|--|--|---|
| Central level | To investigate the level of knowledge and the capacity of the central project implementers and their practices | In-depth interviews with the Project Management Unit (PMU) members of VNRC HQ, French Red Cross and American Red Cross | Evaluation of the, knowledge, capacity and constraints of the central stakeholders in terms of DRR in general and implementation of CBDRM and gender interventions in particular |
| Provincial level | To investigate the level of knowledge and the capacity of the provincial stakeholders, the practical situation, the local strategy and ongoing practices | In-depth interviews with key stakeholders at provincial level (<i>Red Cross provincial chapter, Women Union, CCFSC, Department of Education and Training</i>) | Evaluation of the practical situation, knowledge, capacities and constraints of the provincial stakeholders in terms of DRR in general and implementation of CBDRM and gender interventions in particular |
| District level | To investigate the level of knowledge and the capacity of the district stakeholders, the practical situation, the local strategy and ongoing practices | In-depth interviews with key stakeholders at district level (<i>Red Cross provincial chapter, Women Union, CCFSC, Department of Education and Training</i>) | Evaluation of the practical situation, knowledge, capacities and constraints of the district stakeholders, in terms of DRR in general and implementation of CBDRM and gender interventions in particular |
| Commune level | To investigate the level of knowledge and capacity of the commune authorities, the practical situation, the local strategy and ongoing practices | In-depth interviews with stakeholders at commune level (<i>Chairman/Vice Chairman of CPC, Head of CCFSC, Women Union, Village leaders, village patriarchs</i>) | Evaluation of the practical situation, knowledge, capacities and constraints of the commune stakeholders in term of DRR in general and implementation of CBDRM and gender interventions in particular |
| | | Focus group discussions with key commune members | |
| School | To conduct and evaluate the school facilities and capacities | Interviews with the school director and the management board | To assess the facility and measure the capacities of management on DRR system |
| | To assess knowledge on DRR and preparedness of pupils grade 3-4 (future targets of the projects in grade 4 and 5) | Focus group discussions with school boys and girls | To identify existing key information of pupil knowledge on DRR |
| | | Individual questionnaires | |
| Community | To investigate the level of knowledge and capacities of the village authorities | Focus group discussions with key village members | To evaluate the knowledge and capacities of village key members on DRR |
| | To assess the knowledge and preparedness at households level | Individual questionnaires with household representatives (male and female) | To measure the level of household representatives on DRR Knowledge Attitude and Practice (KAP) |
| Vietnam Red Cross staff at commune level | To reinforce VNRC staff in conducting individual surveys | Theoretical training with a field exercise to conduct the whole survey process at the individual level (Households and pupils) | To enable VNRC staff to conduct surveys |

3.4. Specificities of the targeted populations at the commune level

At the commune level, the characteristic of the survey participants' criteria would be:

| Target Group | Selection criteria |
|-----------------------------|--|
| Household's representatives | <ul style="list-style-type: none"> - Households who have been living in the commune for at least 3 years - Head or members of households - Men and women equally Adults above 18 years old - Given the consent |
| School managers | <ul style="list-style-type: none"> - School director - Member of the school board - Teachers - Men and women equally Adults above 18 years old - Willingness to participate |
| School pupils | <ul style="list-style-type: none"> - School pupils grade 4-5 - Boys and girls equally Willingness to participate - School board consent |
| VNRC staff | <ul style="list-style-type: none"> - Vietnam Red Cross staff participating or not to the field survey of that consultancy - Men and women equally Adults above 18 years old - Willingness to participate |

4. PROPOSED METHODOLOGY

4.1. General Baseline survey methodology

4.1.1. Baseline survey methodology

The methodology described below is provided as guidance. Based on the survey objectives and consultant's expertise, **the consultant is expected to submit his own tailored and suitable survey's methodology in his technical proposal.**

The consultant is expected to be proficient in using participatory tools for data collection (qualitative and quantitative) in order to encourage the participation of partners and beneficiaries.

At all-time the consultant is expected to work closely with the Vietnam Red Cross, French Red Cross and American Red Cross officers responsible for consultation and approval of each step of the consultancy. The consultant is also expected to closely coordinate with a gender consultant hired by French Red Cross in order to ensure gender aspects will be satisfactorily addressed into the baseline survey through the integration of all findings and outputs of the ongoing gender analysis.

Among the existing data collection tools, the following ones are expected to be used:

- Desk review
- Key informant interviews
- Survey (households and institutional) at the individual level using questionnaire
- Focus group discussions

Please note that all data collection tools presented above and developed for that consultancy will have to take into account the gender perspective of the Project by ensuring a 50% of male and female participation, that will also allow presenting all results disaggregated per gender.

The consultant is expected to develop adequate tools for that baseline survey in English and in Vietnamese to facilitate the field work prior to any work that will be implemented on the field. **All tools and instruments developed by the consultant must be submitted to French Red Cross for review in advance and approved by FRC before the field work.** In relation with the final methodologies that will be performed by the Consultant, it is thus expected by FRC/ARC to review before the field work:

- Guide for the VNRC staff training on conducting qualitative and quantitative surveys;
- Guides for in depths interviews for Central key stakeholders, Provincial key stakeholders, District key stakeholders and commune key members;
- Guides for in depths interviews for school managers;
- Focus group discussions guide for school boards;
- Focus group discussions guide for pupils;
- Focus group discussions guides for commune key members;
- Survey guide and questionnaires for pupils;
- Survey guide and questionnaires for households.

4.1.2. Organisation and logistics arrangements

The two VNRC provincial chapters in Son La and Lai Chau will be responsible to arrange administrative support such as officially informing local authorities about this baseline survey, arranging the appointment with interviewees, providing household lists, and providing local guides for the survey team if necessary.

The provincial chapters will also provide surveyors for the individual survey part (up to 12 persons per Province) to be trained by the Consultant before the field work. All costs related to their involvement must be taken into account into the financial offer of the consultant.

The consultant team will be responsible for all logistics issues of the baseline survey such as preparation of stationery, printing questionnaires or interview formats, data management...

Vietnam Red Cross Headquarter, French Red Cross and American Red Cross will provide technical assistance and monitoring during survey design and implementation in order to ensure that the baseline survey is smoothly implemented and that the survey approaches are fully deployed in the localities.

4.2. Capacity building methodology

In order to enable Vietnam Red Cross staff in terms of quantitative and qualitative survey, it is expected that the consultant will split its capacity building service into two different parts:

- The first one should deal with a theoretical training organised at the Provincial level that will aim to introduce all concepts related to quantitative and qualitative surveys and train VNRC staff to perform such exercise based on the survey that will be performed at the individual level using questionnaires.
- The second one will be directly connected to the data collection of the survey that will be implemented at the individual level using questionnaires since the consultant will have to rely on the newly skilled VNRC staff to perform that part of the consultancy.

4.3. Desk review

The consultant team will review related researches and papers on disaster risk reduction and management as well as gender in country and internationally to provide a background of DRR/DRM work and its connection to gender perspectives.

The desk review also includes relevant legal documents by the government at different levels on DRR/DRM such as The Law on Natural Disaster Prevention and Control, The National Strategy for Natural Disaster Prevention, Response and Mitigation to 2020 and the National Programme on Community Based Disaster Risk Management (also referred to as the Decision 1002), and other relevant policies.

The consultant team will also look at the project official documents as well as documents on disaster risk reduction and management of related organizations (such as Viet Nam Red Cross, French Red Cross, American Red Cross, Women's Unions, UNDP) to understand how they have implemented CBDRM projects in their working areas with a gender inclusion, as well as their experiences and challenges.

4.4. Key informant interviews

Interview will be designed for key informants among local authorities, Committee for Flood and Storm Control, Vietnam Red Cross, Women Union, Department of Education and Training at different levels to further identify DRM policies and practices with consideration to gender aspects.

The interview aims at understanding how the DRR works are institutionally organized in central and local levels and also the roles and opportunities between women and men in decision making process and institutions related to DRM.

Key informant interviews are also expected to reveal factors related to culture, social norms and institutional barriers that affected vulnerability, resilience and capacity to disaster of local people and communities with a strong focus on men and women's participation and leadership in DRR/DRM decision making process.

4.5. Survey (Households, school pupils) at the individual level using questionnaires

This survey at the individual level is expected to provide primary data using quantitative (by using the questionnaire) and qualitative methods (using Focus group discussions) that will measure the level of

households and pupils on DRR Knowledge Attitude and Practices. To do so, a set of questionnaires will be developed to target different groups of respondents including local women and men, boys and girls. These questionnaires will be filled with the support of VNRC staff who were trained by the consultant.

The questionnaire for local women and men, boys and girls will define knowledge, practices, vulnerabilities, the resilience status and capacities in disaster risk reduction and management of local people and community with a strong regard to the roles, responsibilities as well as opportunities and difficulties of women and men, boys and girls for involvement into DRM works in the practical context of the project areas.

4.5.1. Sampling and sample size for the quantitative data collection

The consultant is expected to propose sampling method that is efficient to collect qualitative and quantitative information from adequate representation of the target population described in the Table in Section 2.2. Sampling method should be without replacement.

4.5.2. Survey database and format

With regards to the database format, and the data analysis presentation, appropriate research / survey tools and software will be employed to analyse findings and come up with conclusions and recommendations. At the presentation of the results, quantitative data must be presented in Frequency or percentage, with confidence interval disaggregated by Province, Gender at least but also by any other relevant criteria identified by the consultant such as the commune, the ethnic minority, the geographical situation etc...

All raw data collected on the field will also be shared with FRC.

Using tablets and/or smartphone for the data collection of all questionnaires is a strong asset of the consultant technical proposition.

4.6. Focus group discussions

The aim of focus group discussions is to add to the information provided in the questionnaire interviews and key informant interviews of any other issues that were not captured through the survey. The focus group discussions will be conducted with local women and men and with local authorities at the commune level, and with boys and girls at the school level.

Quality controlling measures should come along with all above-mentioned methodologies in order to ensure reliable outputs of the survey.

5. EXPECTED DELIVERABLES FOR THIS CONSULTANCY

- At the interim stage, inception report with all tools and methodologies developed to support the implementation of that consultancy on the field.

- At the final stage, a full baseline survey report (comprehensive and synthetic – 30 pages maximum for the core part) with relevant annexes (including at least all quantitative results analyses) in both English and Vietnamese.
- This final survey report shall include at least the description of the methodology used, an overview of the targeted areas/beneficiaries, the analysis of collected data/information (both on DRM and gender), key recommendations and a proposal for a realistic project indicator system of the project.
- Full set of the raw data collected and processed (hard and soft copies if any);

6. SURVEY PROCESS

The assignment will start on 30th of March 2015 at the latest. Final report will be presented and submitted to FRC on the 15th of May 2015. The duration of the service is estimated to 37 full working days but it is up to the consultant to propose his own agenda in his technical proposition.

| No | List of tasks | Expected Deadline | Estimated days |
|---|--|-------------------|--------------------|
| 1 | Signature of the contract – Start of the consultancy | Week 15 | 1 |
| 2 | Desk review and key informant in depths interviews at central level | | 2 |
| 3 | Development and presentation of all tools and methodologies to developed for that consultancy to FRC | | 4 |
| 4 | Feedbacks and comments provided by FRC | | 2 |
| 5 | Integration of all comments in the final version of the tools and methodologies and presentation of the inception report | Week 17 | 1 |
| FRC approval on all tools and methodologies developed: Interim stage | | | |
| 1 | Capacity building of VNRC staff | week 18 | 6 (3 per Province) |
| 2 | Conduct the field visit surveys in selected communes and wards using participatory methodologies | week 20 | 15 |
| 3 | Analysing data and reviewing related documents (includes secondary data review, desk study) from selected sources; | | 8 |
| 4 | Submission of the draft report | week 22 | 1 |
| 5 | Final review and comments from the FRC | week 23 | |
| 6 | Submission of the final report (in Vietnamese and in English) | week 23 | 2 |
| Total | | | 42 |

7. REQUIRED QUALIFICATIONS AND EXPERIENCE

- At least Master Degree in Social Sciences, Statistics or other relevant fields for the team leader.

- Proven experience in monitoring and evaluation of development projects, particularly in conducting project baseline or end-line surveys.
- Proven experience in disaster-risk reduction/CBDRM programs.
- Strong understanding of gender issues and gender policy frameworks in Viet Nam is a must.
- Strong understanding of ethnic minority context in Northern mountainous areas of Vietnam is a must.
- Excellent written and oral skills in Vietnamese and English within the team.

8. APPLICATION PROCEDURE

Interested candidates or company are requested to send:

- Full technical proposal in English including detailed proposed methodology and proposed work plan.
- Financial quotation in US Dollar or Vietnam Dong including all related expenses using the template mentioned in annex 1. Note that no reimbursements of any expenses will be covered by FRC during the consultancy work and the financial offer must include all costs.
- Complete CV of all persons involved in the consultancy.

To:

**French Red Cross Delegation in Vietnam
59 Quang Trung Street, 7th floor,
Hai Ba Trung district, Ha Noi**

Or through e-mail to:

frc.vietnam.recruitment@gmail.com

With the following reference in the subject:
FRC_VN217_Baseline Survey 2015_Your name

| |
|--|
| DEADLINE for application submission: 30/03/2015 – 17H00 |
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Annex 1: Template to be used for the financial offer

| N° | Item | Number of items | Unit | Number of units | Unit cost | Total |
|--|----------------------|-----------------|------------------|-----------------|-----------|-------|
| A. Human Resources fees | | | | | | |
| a.1 | Team Leader | | Days | | XX VND | |
| a.2 | Assistants | | Days | | XX VND | |
| a.3 | Translator | | Days | | XX VND | |
| a.4 | ... | | | | | |
| Sous total A | | | | | | |
| B. Transportation | | | | | | |
| b.1 | International flight | | Tickets | | XX VND | |
| b.2 | Local Transportation | | Package | | XX VND | |
| b.3 | ... | | | | | |
| Sous total B | | | | | | |
| C. Accommodation and food allowance | | | | | | |
| c.1 | Accommodation | | Persons / Nights | | XX VND | |
| c.2 | Food Allowance | | Persons / Days | | XX VND | |
| c.3 | ... | | | | | |
| Sous total C | | | | | | |
| D. Other cost | | | | | | |
| d.1 | Communication costs | | Package | | XX VND | |
| d.2 | Consumables | | Package | | XX VND | |
| d.3 | Translation costs | | Package | | XX VND | |
| d.4 | ... | | | | | |
| Sous total D | | | | | | |
| E. Taxes (if any) | | | | | | |
| e.1 | Tax 1 | | Package | | XX VND | |
| e.2 | ... | | | | | |
| TOTAL (A+B+C+D+E) | | | | | | |