

**TERMS OF REFERENCE of hiring a consultant to support M&E process for implementing climate change adaptation projects in Mekong and Red River Deltas**

<b>Project:</b>	<b>Partnership for equitable Resilience to the impact of climate change on the Coastal communities in the deltas of Vietnam-PRC project</b> <b>Building resilience to disaster risk and climate change for women and men in Ben Tre, Vietnam</b>
<b>Location:</b>	<b>Mekong Delta (Tra Vinh, Tien Giang, Ben Tre province) and the Red River Delta (Nam Dinh, Thai Binh and Hai Phong Province)</b>
<b>Details:</b>	A consultant team support
<b>Period:</b>	First assignment from November 2013-December 2014

## **1. Background**

Oxfam and MCD are implementing the “Partnership for equitable Resilience to the impacts of climate change on the Coastal communities in deltas of Vietnam – PRC” project in Tra Vinh, Tien Giang, Nam Dinh, Hai Phong and Thai Binh provinces. The overall objective of the project is to increase the resilience of the most vulnerable people, especially women, living in coastal communities affected by the impacts of climate variability, change and disasters. The working definition of resilience in this project is the ability of vulnerable communities and their ecosystems to resist, absorb, adapt to and recover from the effects of climate variability, change and disasters. Specifically, the project aims to reduce risk and improve livelihoods of 51,000 vulnerable people (26,000 women and 25,000 men) including poor, landless, disabled and women-headed households.

The project, “Building resilience to disaster and climate risks of men and women in Ben Tre province, Vietnam- RADCC”, activities will be implemented in fifteen coastal communes in the Binh Dai, Thanh Phu and Ba Tri districts of Ben Tre Province. The targeted districts and communes have been selected through consideration of their poverty level and their low capacity to respond to disasters and adapt to the negative impacts of sea level rise, soil erosion, inundation, salinisation, the scarcity of safe water and the increasing problems involved in the cultivation of agricultural land.

## **2. Assignment objectives**

The objective of the assignment is to improve the partners’ MEL and reporting process for contribution of the mid-term review of PRC project conducted by the donor to be held in April/May 2014; the mid-term review of Oxfam RADCC project, to be conducted in June 2014 and the final evaluation of PRC and RADCC project.

Specific objectives of the assignment are, but not limited to, the following:

1. To study project templates and logframes, suggest necessary templates (if any) and suggest what/who/when/how to collect data in accordance with donors’ guidelines and reporting requirements.
2. To construct the data collection form and system to monitor and evaluate project activities.
3. To provide templates and conduct training to Oxfam and partners’ staff.
4. To carry out or provide guidance notes for checks on beneficiary household profiles and monitoring of data collection for the two projects.
5. To provide guidance and support for data collected on indicators from logical framework (policies, plans on disaster risk reduction and socio-economic development plan).
6. To provide guidance on the establishment of databases, data entry processes, data analysis and report composition using baseline information for measuring the impacts of intervention.
7. To be a baseline to measure the impact of Oxfam’s communication activities for target groups in the project sites.
8. To explore the possibility of capacity assessment with the partners.
9. To support Oxfam staff in establishing a feedback mechanism.
10. To carry out random checks on activities in the field and develop reports.

**Outputs:**

1. Produce two mid-term progress reports in March 2014 (to support AusAID CCAG project midterm review and Oxfam's RADCC project mid-term review).
2. Produce one endline report.

**3. Methodology**

The team and/or consultant team will use the following methods

- Work closely with MRD team and RRD team on data and information collection;
- Perform analysis of data collection.
- Develop case studies and “story-telling” reports when conducting fieldwork.
- The qualitative study also explores aspects of livelihood in the community such as source and average level of income.
- The data collected from both methods will be analysed as indicators of the impacts of intervention.
- An analytic report is expected on a regular basis (for both Oxfam and MCD).

**4. Study sites**

The study will be conducted in three provinces in Mekong Delta and three provinces of Red River Delta.

- Mekong River Delta - Tra Vinh, Tien Giang, Ben Tre and Red River Delta- Nam Dinh, Thai Binh and Hai Phong Provinces

**5. Scope of work of the consultant**

- To draft a consultancy proposal including the agreed design of the study methodology and sampling method; discuss with Oxfam and MCD.
- To provide training to the data collecting staff from the project areas.
- To lead coordinate and monitor progress of the data collection in the field.
- Analysis and report writing based on the collected data.

**6. Deliverables**

On a regular basis, the Consultant will submit to Oxfam and MCD the final product as a narrative and statistical report that follow the agreed format.

The report will be presented in English.

**Dataset of quantitative indicators in format of SPSS, Excel or STATA set of secondary data collected**

- Profiles on social, economic and natural resources, ecosystem and climate information (commune, district and provinces), CFSC plans and SEDPs and co management approaches applying documented and target group households.
- List of related policy and identified policy gaps at all levels (commune, district, province, national)

**A narrative report ( the consultant should propose different reporting outlines)**

- List of acronyms
- Executive summary
- Introduction/Background
- Objectives
- Target groups
- Methodology

- Study sites and sampling
- Data collection process
- Constraints encountered during the study
- Key findings (quantitative and qualitative)
  - 2. Level, source of income
  - 3. Opportunities for advocacy DRR/CCA, natural resource management at the project sites
- Recommendations
- Conclusions
- Annexes

## 7. Consultancy team

<b>Qualifications required</b>	<ol style="list-style-type: none"> <li>1) Post-graduate in social sciences and statistics; Communications experience is preferred.</li> <li>2) Have excellent experience and/or knowledge in conducting both quantitative and qualitative research/surveys, especially in KAP study;</li> <li>3) Demonstrated supervisory and training skills;</li> <li>4) Demonstrated ability and skills to analyze and report research findings in a related field;</li> <li>5) Previous documented research experience in the areas of Disaster Risk Reduction and climate change adaptation preferred;</li> <li>6) Good command of English (written and oral).</li> <li>7) Good knowledge of MS Word, MS Excel, STATA and SPSS software.</li> <li>8) Good data analysis, report writing in Vietnamese and English, and presentation skills;</li> <li>9) Good relationship with Government agencies at central and local levels;</li> <li>10) Ability to meet required deadlines.</li> </ol>
--------------------------------	--

## 8. Proposed Time Frame

The task will commence in mid November 2013 and will be completed by mid March 2013. The tentative time frame is as follows:

Time	Main Activities	Outputs/sub-outputs	Estimated working days	
			Lead consultant	Team members (if any)
	Review, simplify and finalize the data collection templates (including household profile, case study writing formats etc) which already have been produced by Oxfam and partners staff- sampling of respondents	Final version of the MEL template produced as per logframe/baseline survey and number of respondent identified.	Consultant to propose	Consultant to propose
	Provide training to the partners, Oxfam staff and Interns on data collection and data inserting into computer including SPSS programme installation	Involved staff are skilled for data collection and inputting into computer as per need	Consultant to propose	Consultant to propose

Time	Main Activities	Outputs/sub-outputs	Estimated working days	
			Lead consultant	Team members (if any)
	Quality checking data collection methods and collected data and data inputting into computer, and provide advisory support	Collected data are high quality and data sheet produced.	Consultant to propose	Consultant to propose
	Data analysis and mid-term assessment and endline report total 3- two for PRC project and one for RADCC project	Produced two mid-term assessment reports and one endline report.	Consultant to propose	Consultant to propose
		<b>Total working days</b>		

## 9. References

- Project documents will be distributed to the team at the beginning of the baseline.
- MEAL framework with indicators.
- Cluster survey sampling methodology will be provided for discussion to finalise methodology.
- Questionnaire and FDGs guidelines, case study writing guidelines.
- PCVA reports conducted at the project sites.

## 10. Details of the Tender for Consultancy

To be submitted to Oxfam to apply for this consultancy:

- A consultancy proposal with a maximum of 4 pages as per the requirements
- Detailed budget for Mekong River Delta and Red River Delta
- A reporting format (outline)
- A copy of the CV of the Lead consultant (contact details included).
- Name and contact details of two references from previous work done in a similar field.
- A detailed budget to conduct the study and validity date of the offer including all daily consultancy fees and estimated field visit to each site (gross, including tax according to the Vietnamese Law), estimated travelling cost in line with the suggested methodology, estimated cost covering data collectors hired.
- A letter of commitment specifying availability to conduct the study during the requested period.
- If possible, copies of past KAP/baseline survey study reports undertaken by the consultant/s

All documents should be submitted to: Ms [Nguyen Thi Nga via](#) email: [vvlp3@oxfam.org.uk](mailto:vvlp3@oxfam.org.uk) by 9 October 2013 by COB.