

TERM OF REFERENCE
Baseline survey on the project of climate change resilience
In Tien Giang, Hau Giang, Tra Vinh and Soc Trang provinces

Location: Tien Giang, Hau Giang, Tra Vinh and Soc Trang Province
 Application deadline: 28th December 2022
 Type of Contract: Short-term Service Agreement
 Languages Required: English and Vietnamese
 Project target groups: see at table

Main Interventions	Implementing Partnership	Target group	Location
SMART agriculture production and husbandry	Go Cong Dong PC, Cu Lao Dung PC, Duyen Hai PC, Cau Ngang PC, Vi Thanh PC	6925 of farmers/women	Tien Giang, Hau Giang, Tra Vinh, Soc Trang
Women entrepreneurship programs	Tien Giang Women Union	2400 women	Tien Giang
Sustained access to affordable loans	Tien Giang Women Union, MOM	45,000 clients	Tien Giang
Business collective actions	Tra Vinh Women Union, MOM, Vi Thanh PC	2490 of local people Forty-four production groups	Tien Giang, Hau Giang, Tra Vinh, Soc Trang
Enhance effective community-based disaster risk management	Tra Vinh Women Union Tien Giang Women Union, MOM Go Cong Dong PC, Cu Lao Dung PC, Duyen Hai PC, Cau Ngang PC, Vi Thanh CP	35,000 women members, 26,000 farmers and 1,000 local staff	Tien Giang, Hau Giang, Tra Vinh, Soc Trang
Improve collective actions on natural and environmental protection	Go Cong Dong PC, Cu Lao Dung PC, Duyen Hai PC, Cau Ngang PC, Vi Thanh CP	26,000 people 157 groups	Tien Giang, Hau Giang, Tra Vinh, Soc Trang
Support more inclusive and safer schools	Go Cong Dong PC, Cu Lao Dung PC, Duyen Hai PC, Cau Ngang PC Vi Thanh PC Tra Vinh Women Union	9,000 children (4,500 girls and 4,500 boys) and around three hundred teachers	Tien Giang, Tra Vinh, Soc Trang
Gender, economic and environmental empowerment for women and girls	Tien Giang Women Union, MOM	15000 women and man in Happy family clubs 9,000 children (4,500 girls and 4,500 boys)	Tien Giang, Hau Giang, Tra Vinh, Soc Trang

1. BACKGROUND

NMA-V has been in partnership with Vietnamese local governments since 1996. NMA-V and the local partners have worked together to empower the poor and marginalized through inclusion and poverty reduction. The target groups in our projects shall not be reduced to objects of our charity. They are acting subjects with their own will and ability to take responsibility for their own lives and development.

NMA in Vietnam has worked with local communities and partners in Tien Giang, Hau Giang, Tra Vinh and Soc Trang provinces to develop climate change resilience project. This project aims to support the vulnerable communes in Mekong to increase their knowledge and have practical skills to cope with effects of climate change. The project focus on women, children, farmers in which gender equality, inclusion are crosscutting topics.

Project work throughout these outcomes:

2. OBJECTIVE OF SURVEY

The purpose of the baseline survey is:

- to assess all project indicators whether it is SMART to cover all level of project log frame.
- to work with NMAV to review the existing monitoring system including tools, monitoring structure to measure indicators in comprehensive results framework and review the existing indicator values (2018-2022)
- develop the tools and undertake baseline survey in four provinces, both quantitative and qualitative and write report

3. SCOPES AND FOCUS OF SURVEY

- Review the project indicators are these indicators SMART, cover each outcome and output of project log frame, do they make it possible to measure results over time, do they cover NMA's cross cutting issues; the means of verification are practical and applicable
- review the existing monitoring system including tools, monitoring structure to measure indicators
- review the indicators and its value of previous project (2018-2022) if it can be used for the new period.
- Identify the baseline value of the project indicators
- Establish a system for monitoring progress against the project outcomes and outputs
- Make recommendation for future action plans

4. SURVEY APPROACH:

- a. The survey will be undertaken through a combination of qualitative and quantitative that will be used to gather data and information from main stakeholders of the project.
- b. Data gathered using various methods and tools to be collated, analyzed and interpreted systematically. The consultant will be expected to come up with detailed data/information analysis methods and the analysis; interpretation should be made along with the key issues of the baseline survey.
- c. Deliverables

The consultant should deliver the following output and services

- Develop detailed survey design and data collection plan and tools

- The report covering the areas mentioned in this “Terms of Reference”. The report should highlight but not exceeding 30 pages (note: The report format will discuss then)

5. TIMEFRAME

Time	Activity
30 December 2022	Contract with the local consultant team
Jan-Feb. 2023	Desk review
	Meeting with NMA on indicators in NMA office
	Discuss and develop monitoring tool against on outcome, output’s indicators
	Design a survey proposal and tools.
	Reviewed and revised tools.
Feb. 2023	Submission final tools
Feb-March. 2023	Data collection at the project sites 4 provinces and report writing
30 March 2023	Submit 1st draft report in English to NMAV
15 April 2023	Submission of the final Report (Final Version in Vietnamese and English)
20 April 2022	Reviewed and revised
24 April 2022	Submission the final Report / M&E plan

6. PREPARATION AND LOGISTICAL SUPPORT

NMA-V will arrange transportation and accommodation in province as required and all other fees to serve for collecting data in the field. NMA-V staff will take responsible for planning and providing logistical support and will accompany the consultancy team in the field and meetings.

7. TERMS OF PAYMENT

Payment will be transferred to bank account of Consultants: Terms of payment will be as follows:

- Twenty percent value of the total budget will be paid on the date of the signing the contract.
- Eighty percent will be paid after NMA-V approves the final reports in English and Vietnamese.

8. CONSULTANT QUALIFICATIONS

- Experience in the design of monitoring and evaluation system, tools, and questionnaires
- Strong background on climate change adaptation, disaster risk reduction, agriculture sector, community development, gender, inclusion is preferable
- Skills and experiences in research, analysis, and data collection.
- Skills and experiences in conducting KAP surveys, evaluations, and baseline surveys.
- Familiar to participatory approaches as well as gender analysis and concepts.
- Have a good command of English in spoken and written.
- Capable to submit report in times

Interested consultants are invited to submit their application including a most updated CV and proposal with detail budget indicating how (s) he/ team is qualified to perform the service to Nguyen Thi Mai Huong – huong@nmav.org