



## TERMS OF REFERENCE

### Baseline survey

### Community-based disaster management with focus on people with disabilities, continuation

*The TOR is an integral part of the Consultant Contract*

#### 1. Background

Association for Empowerment of Persons with Disabilities (AEPD) is a local NGO in Quang Binh province, born out of the international humanitarian organization - Survivor Corps/Landmine Survivors Network (SC/LSN). AEPD was established in 2010 to inherit the legacy and promote the achievements of the predecessor organization which was present in Quang Binh, Vietnam in 2003. AEPD is committed to improving the quality of life of persons with disabilities through comprehensive programming that focuses on supporting persons with disabilities to enhance the disability-inclusive capacity and promoting an enabling environment for persons with disabilities through sustainable livelihood support; improving soft skills and expertise; increasing resilience to climate change, reducing natural disaster risks; organizing networking events to raise awareness about disability issues; training on rights and skills to help persons with disabilities; mobilizing resources for people with disabilities; and advocacy for the rights of Persons with Disabilities.

AEPD has a plan to implement a project funded by the Bread for the World entitled “Community-based disaster management with focus on people with disabilities, continuation”. The final goal of the project is to reduce loss and damage caused by natural disasters to vulnerable communities, especially people with disabilities.

#### 2. Summary of the project

<b>Project name</b>	Community-based disaster management with focus on people with disabilities, continuation
<b>Project goal</b>	Loss and damage caused by natural disasters to vulnerable communities, especially the people with disabilities is reduced
<b>Project Location</b>	Bo Trach district, Quang Binh province, Vietnam
<b>Project life</b>	January 2025 – December 2027

## Project Objectives and indicators

Objective(s)	Indicator(s) <sup>1</sup>
Objective 1: Local capacities for disaster risk reduction and preparedness in 5 project communes are enhanced.	Indicator 1.1: By the end of the project, 40 target villages have developed community-based disaster risk management plans.
Objective 2: Natural disaster resilience of the vulnerable communities with focus on the people with disabilities in 5 project communes is strengthened.	Indicator 2.1: Disaster mitigation infrastructure including 2 resilient shelters, and 5 early warning systems has been put into operation.
	Indicator 2.2: By the end of the project 37 target villages have implemented 65% of the total of activities in the community-based disaster risk management (CBDRM) plan.
	Indicator 2.3: By the end of the project, 1000 households in target villages receive additional income as a result of the project interventions.

The project includes a set of specific interventions that focus on strengthening various elements of the community-based disaster management system at the community level, thus empowering local communities to strengthen their capacity in dealing with disasters and reducing risks to damaging lives and production of the local population, especially people with disabilities. The overall goal of the project is to reduce loss and damage caused by natural disasters to vulnerable communities, especially the people with disabilities.

### 3. Baseline Target Audiences

The baseline is intended for project team, community people and stakeholders (government, non-government, etc.) as well as BftW to understand the current situation and gaps in community-based disaster management. The groups and individuals with a major interest in the baseline survey:

Partner Name	Main Roles in the Project
Bo Trach District - commune authorities (Hung Trach, Phuc Trach, Lien Trach, Mỹ Trạch and Cu Nam)	<ul style="list-style-type: none"> <li>- Key partners in implementing the project</li> <li>- Capacity building for commune disaster management committees</li> <li>- Monitor the project implementation</li> <li>- Cooperate with the project team to carry out the project activities.</li> </ul>

<sup>1</sup> Note: If an adjustment of the indicators becomes necessary, this is possible upon request (to Bread for the World) within the first 12 months after the starting date of the project.

Commune population, notably people with disabilities in the target communes	<ul style="list-style-type: none"> <li>- Capacity building in dealing with disasters</li> <li>- Monitoring of project implementation</li> <li>- Introduction and promotion of the best practices on community-based disaster management</li> <li>- Development of IEC materials on CBDRM for community awareness</li> </ul>
Families with PWDs	<ul style="list-style-type: none"> <li>- Implementation of livelihood development models.</li> <li>- Increase income and become more resilience to disasters.</li> </ul>

### Project Target groups

	Amount women	Amount men	Amount divers <sup>2</sup> (if known)	Thereof people with disability (if known)
<b>Direct target groups</b>				
Direct beneficiaries:				
125 members of Disaster Risk Reduction Pioneer Groups (DPGs) including village heads, village women's union members, youth's union members, and villagers.	37	88		
150 vulnerable households benefitting from income generating activities.	275	225		85
Inhabitants in 5 communes Phuc Trach, Hung Trach, Lien Trach, My Trach, and Cu Nam directly benefiting from the 2 shelters and other project activities				
120 members of 5 Commune Disaster Risk Management Committees (CDCs) including communal officers, women's union/youth's union/farmers' association members and villagers' representatives.	24	96		
<i>Total direct target groups</i>	<i>4,008</i>	<i>4,013</i>	<i>0</i>	<i>263</i>
<b>Indirect target groups</b>				
Remaining villagers in the 5 communes	16,839	17,490	0	449
Government officers of Bo Trach district	4	19		
<i>Total indirect target groups</i>	<i>16,843</i>	<i>17,509</i>		<i>449</i>

## 4. Baseline Purpose and Objectives

This is the continuation of the phase 1, thus the baseline survey should reflect first the achievements of the previous phase while setting the starting points of the indicators. It will be completed at the start of the project, with local stakeholders, to measure the status of all indicators and to understand the starting point of key elements of the work against which later progress will be measured. This will enable project indicators at output and goal/outcome level to be measured and tracked.

<sup>2</sup> Divers refers to the gender identity of people who do not identify themselves as either male or female. The category divers recognizes other gender identities such as transgender or intersexual identities.

The objective of the baseline survey is described to assess the resilience of vulnerable communities, notably people with disabilities to natural disasters. The baseline report is to be used for monitoring benchmark of Indicator tracking table and evaluating the project implementation.

All objectives will be answered by the baseline survey findings and reported to project team and Local responsible partners.

## 5. Methodology

The Association for Empowerment of Persons with Disabilities (AEPD) will select a local research consultant/institution to conduct the baseline survey. The selected research consultant will be required to prepare detailed research methodology in partnership with AEPD.

Baseline survey will be proposed to apply both quantitative and qualitative data collection methods. A total of 5 communes of Bo Trach district will be target areas for this baseline survey.

### 5.1. Quantitative data collection methods

Base of this survey is the project documents, including the Agreed project objectives, indicators, activities and target groups. Project team is intended to have baseline data at goal, outcome and if applicable, output levels. Possible key respondents or data sources are initially determined by project team; however the detailed data source and methods, and full questionnaires are required from consultant team. The consultant is required to identify the representative sample size for the Project direct beneficiaries, who will be contacted by project team before data collection. Household survey questionnaires are based on indicators of goal and outcomes which are shown in table 1. Consultant team should be submitted the draft questionnaires when they provide the technical proposal to AEPD for tender selection process.

**Table 1: Project goal and outcome with indicators**

Objective(s)	Indicator(s) <sup>3</sup>
Objective 1: Local capacities for disaster risk reduction and preparedness in 5 project communes are enhanced.	Indicator 1.1: By the end of the project, 40 target villages have developed community-based disaster risk management plans.
Objective 2: Natural disaster resilience of the vulnerable communities with focus on the people with disabilities in 5 project communes is strengthened.	Indicator 2.1: Disaster mitigation infrastructure including 2 resilient shelters, and 5 early warning systems has been put into operation.

<sup>3</sup> Note: If an adjustment of the indicators becomes necessary, this is possible upon request (to Bread for the World) within the first 12 months after the starting date of the project.

	Indicator 2.2: By the end of the project 37 target villages have implemented 65% of the total of activities in the community-based disaster risk management (CBDRM) plan.
	Indicator 2.3: By the end of the project, 1000 households in target villages receive additional income as a result of the project interventions.

## 5.2. Qualitative data collection methods

Key methods will be focus group discussions and key informant interviews with partners. Key partners include in the part of project audiences and target groups. The consultant is to propose numbers of focus group discussion FGDs and suggest project partners to be interviewed based on information needs. All suggested tools will be discussed with AEPD to finalize.

## 5.3. Document Review

The baseline team will use all project documents. Once selected, the project team provides the documents. Also secondary data sources will be used for further data analysis.

## 5.4. Data analysis and interpretation

Primary data and data analysis process will be disaggregated by different indicators, including but not limited to sex, target beneficiaries, disabilities, ethnic minorities etc. Collected data will be processed using the SPSS statistical data analysis software. Draft findings will be presented with project team and key partners to validate.

## 6. Authority and Responsibility

Evaluation Phase	Role	Primary tasks
Planning	Project team	Make project introduction meeting with the consultant team
	Consultant team	Develop baseline plan, including methodology/questionnaire
	AEPD Management and Operations team	Provide technical inputs to improve baseline methodology/questionnaires Give final approval to the consultant team to collect data Give introduction on AEPD's policies and procedures to the external team, such as children protection, anti-corruption etc.
Data Collection and Analysis	Consultant team	Fully facilitate the data collection Fully responsible for data quality assurance Present and validate data to the project team and partners
	Project staff	Make linkage consultant team with district and commune authorities and population,

		where applicable, to make support to visit households.
		Organize the meetings with project management and operation team.
Reporting and Follow up	Consultant team	Prepare draft report in English Discussion with AEPD on findings and reflect the feedback in the final report Final report submission in English and Vietnamese
	AEPD Management and Operations team	Participate in discussion meeting and provide feedback on baseline report

## 7. Tasks and Deliveries

Project team proposes baseline survey to be implemented from 10 May to 30 May 2025.

No.	WORK ITEM	DELIVERABLE
1	Baseline TOR developed by project team	Baseline TOR
2	Announcement of external consultant	Website links
3	Assessment of the consultants' proposals	Minutes of consultant selection
4	Initial business meeting with selected team	Meeting notes and final agreement with consultant
5	Workshop for baseline planning Finalize the baseline design/methods Prepare field schedule	Baseline tools/questionnaires Field data collection schedule
6	Field data collection by external baseline team	Raw data from target groups are collected with notes,
7	Data validation meeting with project team Submit the draft baseline report	Inception report Feedbacks from stakeholders
8	Final report submitted to WVIM	Final report available in English and Vietnamese

## 8. Required Qualifications

The consultant will be selected based on the detailed study methodology and analysis plan provided in the proposal as part of the application at the recruitment state together with following qualifications:

- Five to seven years of experience conducting and leading at least 5 survey research and assessments, both quantitative and qualitative, 4 of which should be with international organizations
- Post graduate degree, from a recognized institution, in social research, survey methodologies, or monitoring and evaluation
- Demonstrated experience in questionnaire development and testing

- Demonstrated experience in training and managing data collectors/enumerators Experience with survey work in DRR or related sectors
- Experience in Monitoring and Evaluation (preferably in DRR or related sectors) Excellent knowledge and skills in research methodology and statistical analysis
- Demonstrated experience and expertise in designing, managing and analyzing data for multifaceted survey designs (stratified, clustered, multistage, disproportionate selection probabilities, etc.)
- Experience in using mobile device-based data collection Advanced computer skills (SPSS and Excel)
- Excellent communication skills for training and facilitation, and leadership to manage and coordinate a team of data collectors/enumerators
- Ability to work independently, ability to juggle and coordinate various tasks simultaneously, ability to prioritize tasks, well organized, reliable, and trustworthy.
- Understanding of the management and operation system of a local NGO in Vietnam, especially experience and knowledge about Quang Binh province, local NGOs and people with disabilities in Quang Binh province is an advantage.
- Fluent in both Vietnamese and English

**9. Application Procedures: The application proposal should not exceed 10 pages, and should use the following outline:**

- Consultant experience (with detailed CVs attached) of all professionals who will work on the baseline study. This section should highlight past experience of the consultant in conducting sample surveys and assessments, and in Vietnam. The section should mention names, qualifications and experiences of all persons who would be involved in various aspects of conducting the study, along with level of efforts.
- Methods: Study objectives, methodology, sample design-calculation-selection, and an analysis plan.
- Work plan: The proposal should clearly describe all relevant activities to be conducted, including preparatory work, training, sampling and data collection work, data entry, data processing and analysis, results and report writing. The timeline and person(s) responsible for each activity needs to be clearly mentioned.
- Field team: If there is more than one consultant on the proposed team, please provide the number of persons needed for all relevant activities.
- Training: The consultant will be responsible for training of data collectors/enumerators and the proposal should include information on relevant prior experience on conducting trainings. Describe how the training will be done, the topics covered, expected duration and logistic and administrative support needed from AEPD. Trainings will be conducted in close consultation with the Program Manager – AEPD.

- Quality control and ethics: Provide a section detailing the mechanisms to ensure data quality by clearly specifying steps for data validation. This section may also include supervisory mechanism for data quality and the role of field editors. Measures for compliance to standard research ethics should also be stated here.
- Data entry and processing plan: This section should clearly describe preparation and mechanism for data entry, validation checks and data processing activities.
- Data analysis: Provide details on the analyses that will be carried out, and on the person(s) responsible for data analysis (including prior experiences).
- Progress updates: This section should clearly indicate the mechanism that would be used to communicate with AEPD and relevant officials to provide regular updates on overall work plan progress including about proposed field activities, coverage rate, data entry status, etc.
- Proposed Budget: A breakdown of all associated costs for the Baseline should be provided in VND. The consultant is requested to provide a clear breakdown of costs for the work to be undertaken by the consultant/s and data collectors/numerators for the study.
- Writing Sample: Provide one sample of a recent baseline/end-line study (or related work) completed for another client where you were the lead author and principal researcher.
- Additional further discussion among AEPD team and consultant's team is required

## **10. Consulting fee**

The consulting fee will be paid based on the consultant's working experience and not exceeding the norm of EU and the BftW fund. The specific rate will be decided after discussing and agreeing with AEPD management.

## **11. Other payment and logistical arrangements**

- AEPD will arrange an online meeting with the consultant at the commencement of the contract to clarify any questions relating to the TOR.
- AEPD will supply copies of all projects documentation and brief the consultant about the organization development process to date.
- The task is considered completed when all the deliverables are finished, submitted and approved by AEPD. In the event that the deliverables are judged to be unsatisfactory, 50% of the contract values will be withheld.
- Fee payment will be made by the following methods: Payment by bank transfer or check. According to regulations, AEPD deducts 10% of PIT applied in case the contract value is more than 2,000,000 VND. AEPD pays the deducted tax amount to the state budget.

## **12. Submission of proposals**

Please submit your proposal application in English no later than 5 pm, 29 April 2025 to the following address:

ASSOCIATION FOR EMPOWERMENT OF PERSONS WITH DISABILITIES QUANG BINH

Address: No. 18A Quang Trung Str. Dong Hoi city, Quang Binh Province.

Email: [info.aepd@gmail.com](mailto:info.aepd@gmail.com), or [financemanager.aepd@gmail.com](mailto:financemanager.aepd@gmail.com)

Phone: 0855.357.855 (Ms. Huong)

Only short-listed candidates will be notified and contacted for an interview. Applications received after the deadline or incomplete applications will not be considered.