

TERMS OF REFERENCE

Assignment: Baseline Consultant and Impact Assessment Consultant

Position: Survey Manager

(Quản lý khảo sát nghiên cứu thực địa dự án Phát triển nông thôn)

I. About the Assignment

1. Purpose of the Assignment

The assignments aim to provide technical assistance to the Rural Development Sector Project in Central Provinces to assess the effectiveness and impacts on the project's beneficiaries. In Phase 1, a socio-economic survey has been conducted in 15 subprojects to give assessment for the whole project. However, the latest collected data was in 2013. According to the project Design and Monitoring Framework (DMF) updated in July 2014 during the preparation for the additional financing, in order to have the project comprehensive evaluation, some indicators related to the subproject in Phase 1 should continue to be assessed in 2016. Therefore, in these assignments, the Consultants are required to work in team to: (i) collect data to assess DMF indicators/targets in Phase 1; (ii) conduct survey on the socio-economic situation for the subproject in Phase 2.

2. Team duties

Specific duties of the Baseline Survey Consultant team are as follows:

- i. Assess the comprehensive economic status of the subproject area in Phase 1 at the time of 2016 by collecting data on average income per capita, poverty rate, percentage of secondary school attendance, time for traveling on improved road invested in Phase 1 (only one survey).
- ii. Collect data and assess the indicators which are mentioned on the Gender Action Plan (GAP) to help CPMU monitor and evaluate the implementation of the GAP and impacts of its implementation.
- iii. Assess the social status of SPs in Phase 2 and the living standards of the target beneficiaries in "pre-project investment" and "post-project investment" situations. This is done by conducting survey in the communes and districts of 24 SPs in the 6 participating provinces in Phase 2. The SPs invested in Phase 2 are roads or irrigations works, or a combination of both. Two surveys will be made for each SP. The 1st survey is to assess the socio-economic situation in the SPs and living conditions of the target groups in "pre-project investment" conditions, to have basis for evaluating outcomes and outputs based on the performance criteria. The second survey will be carried out within 1 year after the physical

completion of the civil works. It will collect socio-economic data of project areas and outcomes, outputs of the SPs. Results of both surveys will be included as a part of the project completion report.

iv. The Consultant will ensure that: (i) all performance indicators in DMF, GAP are fully covered; (ii) data that support explanation of the indicators will be identified and collected; (iii) data are sorted out by each vulnerable group, such as women, ethnic groups, and poor households.

3. Scope of work

Evaluation indicators

For phase 1: The following data will be collected in 2016.

1. Poverty rate of the project provinces based on the national standards.
2. Poverty rate in sub-project districts/communes (transport, irrigation, water supply SPs, etc.)
3. The average income per capital in the participating communes and districts;
4. Percentage (%) of the children going to school;
5. Time for communal and district people to access to health, education, and trade services.

For phase 2: The indicators for project implementation mentioned in DMF will be considered in the socio-economic survey including but not limited to the following:

1. Provincial poverty rate based on the national standard;
2. Poverty rate of the subproject districts and communes;
3. The average income per capital in the participating communes and districts;
4. Percentage (%) of the children going to school;
5. Time for communal and district people to access to health, education, and trade services;
6. The average income per capital per 1 area unit (1 ha) in the subproject area;
7. Time to travel on the upgraded road;
8. Rate of women participating in the Community Supervision Board (CSB);
9. Fund committed for O&M of the physically completed SP.

Safeguard issues (such as gender, environment, and poverty) need to be updated whenever suitable. Survey data will be parsed into gender or ethnic groups whenever necessary.

Scope of Work

The consultant will carry out baseline surveys under the instruction of the CPMU's Monitoring and Evaluation (M&E) officer and M&E specialist of Loan Implementation Consultant (LIC), with the cooperation of the PPMUs. For each subproject, a community meeting will be held and about 60 people in the subproject area are estimated to be interviewed. Details of the tasks are as follows:

For phase 1

1. Study documents concerning the Integrated Rural Development Sector Project in phase1;
2. Study the FSs, the physical implementation process of the SPs in phase 1;
3. Study the Baseline survey report done in Phase 1;
4. Study the performance indicators for the Project's targets and outputs;
5. Prepare methodology for collecting quantitative and qualitative socio-economic data from specific target groups in project's district/communes to identify their pre-project and post-project status;
6. Develop a toolkit to instruct survey implementation to the survey groups;
7. Collect data as requested;
8. Report to the concerning agencies on the indicators as requested.

For phase 2

1. Study the FSs of 24 SPs in Phase 2.
2. Design the 1st survey to have basis for evaluating the outcomes and outputs based on performance indicators.
3. Study the performance indicators for the Project's targets and outputs;
4. Prepare methodology for collecting quantitative and qualitative socio-economic data from specific target groups in project's district/communes to identify their pre-project and post-project status;
5. Develop a toolkit to instruct survey implementation to the survey groups;
6. Implement the 1st survey to collect baseline data, and carry out the 2nd survey 1 year after the physical completion of civil works.
7. Collect other necessary baseline data (such as the community participation, gender, ethnic minority groups, and environment, etc.);
8. Analyze baseline data using statistic soft-wares such as STATA, and SPSS;

9. Rearrange and analyze the socio-economic indicator before and after the construction of 24 SPs in the 6 participating provinces to identify SPs' socio-economic and environment outcomes, and their impacts on enhancing farmer's income, eliminating poverty for the province as well as for the whole country.
10. Prepare the baseline draft report for Phase 2. Report and present the results to CPMU and related agencies and complete the final report.

4. General requirements

The reports shall be comprehensive, straightforward, and qualified. The Consultant's Team Leader shall be in charge for quality of their reports, and shall protect the viewpoints of the reports when questions raised by the stakeholders;

II. About this position: Survey Manager

1. Service implementation duration

This task will be carried out on intermittent basis during the whole project life cycle.

Estimated time for mobilization: Jan 2016 and completion date: 30 June 2019.

Total duration: negotiable, maximum 11 person-months.

2. Duties of Consultant: Report to the Team Leader, the Survey Manager has overall responsibility for logistics arrangement, preparation of survey work plans, screening of survey team members, organization of the work and management of the fieldwork. Specifically, the Survey Manager will:

- i. Develop a detailed work plan for survey activities;
- ii. Assist in the selection of the survey team members;
- iii. Develop a work plan for each team in the field;
- iv. Organize and coordinate the training for interviewers;
- v. Monitor the fieldwork implementation;
- vi. Develop quality control procedure and forms;
- vii. Develop of detailed operational procedures for field work;
- viii. Take charge of the pilot test for the survey;
- ix. Write a survey completion report.

3. Qualifications

- i. At least university degree in statistics or social science and knowledgeable in survey management especially household surveys;
- ii. Experience as survey manager for at least 3 large scale household surveys in Vietnam;
- iii. Have experience working with ODA projects.
- iv. Good skills in quality control and logistics arrangement;

- v. Good communication and writing skills, analytical skills and presentation;
- vi. Fluent English;