



TERMS OF REFERENCE

National consultants to conduct baseline survey for Climate Change Adaptation project in Lai Chau province

PO reference: VNM100419

Time frame: October – December 2016

Project title: Building climate change resilience of vulnerable ethnic minority groups in Lai Chau Province and nationwide youths in Vietnam

1. Background

Plan International Vietnam was established in 1993, is an international child-centered community development organization. Plan is working in partnership with local people; organizations and government bodies to help children in Vietnam meet their basic needs as well as expand their opportunities to reach their full potential.

The project “Building climate change resilience of vulnerable ethnic minority groups in Lai Chau Province and nationwide youths in Vietnam” is funded by the GNO Foundation Centre and various Swiss donors over the period from September 2016 to August 2018 in the four project communes of Sin Ho and Phong Tho districts, Lai Chau province.

Goal: *To build community resilience of the vulnerable groups to climate change and related environmental issues through promoting community-based initiatives in Lai Chau Province and youth-led initiatives across Vietnam.*

Outcome 1: Increased knowledge and awareness among local ethnic minority groups (children, youth and adults; women and men), local authorities, and CSOs about climate change and the environment

Outcome 2: Improved capacity to take action for local ethnic minority groups (children, youth and adults), CSOs, and nation-wide youth groups to respond to climate change and protect the environment through community-based and youth-led initiatives

Outcome 3: Strengthened government responsiveness and networks at (sub-)national level to promote community-based climate change and environmental initiatives that are in line with the national strategies on climate Change and environment

A baseline survey will help to inform the planning and implementation of project interventions so that the expected goal and outcomes will be achieved in the project context of local needs and demands.

2. Purpose of the Assignment

The consultants are sought to design and conduct a baseline survey to assess the pre-project situation of the target children, youths and adults in coping with climate change and related disasters, based on:

- i) the project’s goal, objectives and list of indicators (*see Annex 2 for Project indicators*).
- ii) a list of questions that will help guide the detail activity planning (*see Annex 2 for the Activity Guiding Questions*)

3. Scope of work

- Team structure: A suggested group of two equally competent consultants is recommended
- *Methodology*: qualitative and quantitative measures, participatory tools should be adopted where applicable and feasible. When designing the methodology it should be considered that the baseline will be the basis for all future evaluations under which the project will be evaluated using the OECD DAC criteria ¹Relevance, Efficiency, Effectiveness, Impact and Sustainability.
- *Key informants*: the survey should involve at least 50% female respondents and representatives from different ethnic groups in the target communes. Suggestions include:
 - At school level: school managers, teachers and students in primary and secondary schools
 - At community level: children and adults
 - At the institutional level: related government agencies and mass organisations from provincial to commune levels (DARD, DoNRE, DoET, Red Cross, Women’s Union, Farmer’s Union, etc.)
 - Disadvantaged groups: Women-headed HH, PWD/CWD in schools and communities
 - Local partner who is active on youth engagement (Live and Learn)
- *Expected deliverables*:
 - Detailed technical and financial proposals
 - A complete package of assessment methodologies and tools (in English and Vietnamese)
 - A final report in English (and a Vietnamese summary if necessary)
 - A database (applicable with the quantitative component) and all secondary data collected
- *Expected timeline*:

No	Task	Timeline	Persons involved
1	Study project materials and other related materials (Plan will provide project materials)	Nov-W1	Consultants Designated Plan staff
2	Develop detailed survey proposal with methodologies, tools and plans (In consultations with Plan)	Nov-W4	Consultants Designated Plan staff
3	Field work in Lai Chau province	Nov-W1 & Nov-W2	Consultants Designated Plan staff
4	Data analysis and draft report	Nov-W3	Consultants Designated Plan staff
5	Final report (based on comments from Plan)	Nov-W4	Consultants

¹Link to the OECD website: <http://www.oecd.org/dac/gender-development>



4. Ethical and Child protection statements

Ensuring appropriate, safe, non-discriminatory participation, ensuring process of free and un-coerced consent and withdrawal; ensuring confidentiality and anonymity of participants. The consultant must comply with Plan's child protection policy. A copy of Child protection policy will be sent to the consultant(s) for reading and acknowledgement of compliance to the policy.

5. Management

The survey will be carried out by a consultant or group of consultants. Plan International Vietnam will be responsible for the overall management of this consultancy. Designated staff from Plan International Vietnam in Hanoi and Quang Binh will be working closely with the consultants in all aspects of this survey.

6. Requirements

- Excellent experience/knowledge in conducting quantitative and qualitative surveys;
- Strong knowledge on Climate Change, Disaster and other Environmental issues;
- Proven skills in working with local authorities and communities in the remote areas, especially **Ethnic Minority groups**;
- Being able and willing to proactively conduct the job with minimum supervision
- Good command of English (written and oral)

7. Indicative budget/ Resources required (will be discussed in detail later)

- Total budget: 3,000EUR (gross amount, for consultancy and logistics, with some flexibility);
- Transportation costs from Hanoi to Lai Chau and back (using public transportation) will be reimbursed by Plan;
- Transportation costs within Lai Chau for the survey will be booked by Plan; if consultants were to pay in advance for those services, they will be reimbursed by Plan later based on actual expenditures;
- Meals and accommodation will be paid based on Plan's cost norm.

8. Submission of Proposal

Interested consultant(s) should send proposal with the following information:

- Outline of the study approach and methodology, work plan and proposed budget
- CVs
- Samples of similar works done in the similar areas

Please send the proposal to the following email addresses: anh.nguyenthikim@plan-international.org, trang.tothiminh@plan-international.org, and hieu.gianghoang@plan-international.org; Deadline for applications is **23:00, 25th October 2016**.

