



Netherlands

Development

Organisation

Terms of Reference

Coconut Farmer Household Survey

1. Background

SNV is a not-for-profit international development organization. Founded in the Netherlands nearly 50 years ago, we have built a long-term, local presence in 38 of the poorest countries in Asia, Africa and Latin America. Our global team of local and international advisors work with local partners to equip communities, businesses and organizations with the tools, knowledge and connections they need to increase their incomes and gain access to basic services – empowering them to break the cycle of poverty and guide their own development. SNV has been working in Vietnam since 1995. Using market based approaches, SNV is committed to reducing poverty by catalysing environmentally sustainable solutions for the poor in agriculture, energy, water & sanitation, and REDD+.

SNV's Inclusive Business Accelerator Program (IBA) is the first one-stop shop in Vietnam for various services needed by businesses which include low-income groups in their operations. We use innovative acceleration models to make the businesses investor-ready. Our scope of services including: Market Intelligence & Opportunity Identification, Business Design & Readiness, Investor – Investee Match making, Impact Measurements & Scalability.

There will be primarily two kinds of businesses who would be attracted to its service offerings, one of which is Acceleratee (Young and growing SMEs). They will enroll in the IBA's fixed 9-12 month acceleration program. The other type of businesses is mature SMEs and IB ventures by Large Businesses, who need customized services. Prioritized sectors include agriculture, sustainable energy, water and ICT.

We currently support an enterprise specialized in manufacturing and marketing premium fresh coconuts who need support with supply chain development.

2. Objectives of the consultant's work:

This TOR is designed for qualified individuals and/or organizations/institutions. Based on key survey parameters provided by IBA team, the Consultants will collect baseline data of 1,000 coconut producer households (having at least 50 coconut trees/farm) in Tien Giang or Ben Tre province, which will be used as foundational database for IBA client to develop their input material zone and network with local coconut farmer households.

3. Scope of work:

3.1. Working with the IBA team:

- The IBA team will:
 - Provide input on the final questionnaires designed by the Consultants;
 - Provide input on methodology and working plan proposed by the Consultants; and
 - Reserve their right to conduct their own checks of the interviews as well as validate the completeness of completed questionnaires. If the survey results do not meet the IBA team and/or IBA client's requirements in terms of integrity of

data, the IBA team will reserve the right to request a repetition of the work for the option of not paying for the work completed.

3.2. Fieldwork:

- Interview 1,000 coconut producer households in Tien Giang or Ben Tre province. The Consultants are expected to undertake face-to-face interview with producer households at producers' premises. A list of communes and key parameters will be provided by the IBA team. The list of 1,000 interviewed household will be developed by the Consultants and considered as a deliverable of the assignment. All primary data on the interviews will be electronically recorded and uploaded during the field work;
- Implement checks and controls in conjunction with the IBA team and IBA client to ensure the quality of the information being collected during the survey's implementation.

3.3. Data management:

- Create an Excel data entry template approved by the IBA team, with relevant quality control tools to ensure the quality of data entry, including double entry, consistency and range checks;
- Ensure that data are maintained and stored in a manner that is fully confidential so that no external individual or institution can identify any specific individual in the data. Survey data should only be made available to the IBA team and IBA client; and
- Register and incorporate all collected data into the Excel data entry template.

4. Logistics

Logistical support (transport, per-diem, etc.) to interviewers and supervisors while data are being collected will be arranged by the recruited Consultants. The logistics and travel plan are subject to pre-approval by IBA team before the start of the work. The Consultants are required to submit all relevant financial documents after the consultancy for payment from SNV.

5. Outputs and deliverables

The Consultants will be expected to fulfill specific activities and deliverables for IBA client in consultation with the IBA team, during the tentative period as follows:

- Final questionnaires approved by the IBA team;
- An interview guideline/protocol approved by the IBA team;
- The list of 1,000 interviewed households;
- An Excel data entry template approved by the IBA team;
- A database of 1000 coconut producer households in the agreed Excel data entry template; and
- A brief survey results report

6. Schedule of Delivery

The consultants will be expected to undertake the following tasks, in close consultation with the IBA team during the tentative period from **29 December 2016 – mid February 2017**

| No | Item | Tentative Time allocation |
|-------|---|---------------------------|
| 1 | Create an Excel data entry template approved by the IBA team | 1 manday |
| 2 | Create questionnaires and interview guideline/protocol | 1 manday |
| 3 | Conduct training session for enumerators on the survey methodology and questionnaires | 1 manday |
| 4 | Work in fields, conduct interviews | 84 mandays |
| 5 | Incorporate all collected data into the Excel data entry template and submit | 8 mandays |
| 6 | Develop brief survey result report | 1 manday |
| Total | | 96 mandays |

7. Qualifications of the Prospective Consultants:

- Having experience in fieldwork required for large scale economic surveys, especially for censuses of rural households
- Having good understanding of local context
- Training skills
- Strong capacity and experience in planning and organizing survey logistics, including the design and implementation of protocols to ensure high quality data
- Demonstrate experience in interviewing and project management
- Strong capacity in database design, data management and statistics
- Be ready to assume work as soon as possible

Both independent consultants, institutions and companies are eligible.

8. Application Process

Interested consulting teams/institutions/companies are invited to submit a proposal to snvvietnamprocurement@snvworld.org by **19 December 2016**.

Add: 3rd Floor, Building D, La Thanh Hotel, 218 Doi Can Street, Ba Dinh Ha Noi, Viet Nam

Tel: 84-4 38463791 Fax: 84-4 38463794

With the title: **"Consultation to conduct survey on coconut farmer households"**

Proposal should include:

1. A proposal (not more than 05 pages) explaining general approach, methodology, proposed survey tools, a protocol for returning to the field if necessary when errors for a particular questionnaire reach a certain threshold and detailed schedule;

2. Proposed team formulation, role assignments, updated CVs highlighting relevant qualifications and experience; and
3. Proposed detailed budget including all the expenses (consultant fees, traveling, accommodations, etc.).