

There are no translations available.

### TERM OF REFERENCE FOR BASELINE SURVEY

## 1. Context

Catholic Relief Services (CRS) and local government are responding to the needs of coastal communities that are chronically affected by coastal hazards and who have lost lives, livelihoods, and assets to regularly occurring cyclones in Binh Dinh and Quang Nam province through the La Chan Xanh project. The project goal is to reduce the vulnerability of coastal communities to natural hazards such as cyclones, flooding, and tidal surges. Project activities focus on strengthening DRR preparedness and response for local people, capacity building on CBDRR for commune- and district-level officials and civil society organizations, schools in the targeted areas as well as facilitating a process of local government's integration of DRR in to development plans and budget.

### 1. Objectives of the baseline survey

This baseline survey aims to assess the capacity of communities to prepare for future disasters. The survey findings will be used to measure the on-going direct impact of the Lá Ch̄n Xanh project. In addition it will quantify where success has been achieved and where gaps remain.

### 1. Scope & information requirements

The baseline survey will focus on provision of baseline data for the La Chan Xanh project. The survey will use the project logframe as a guiding document in the task of establishing baseline information. The study area includes high risk communities of Nui Thanh and Quy Nhon.

The survey will gather information/data on interventions that are relevant to DRR/CCA/EMR approach. Key sectors/areas include but not limited to:

Collect demographic information

Collect information about the local existing hazards, disaster situation, on community coping, strategies, capacities and vulnerabilities.

Quantify the amount lost in past disasters

Household perception of how prepared they believe they are

Collect information on community management and status of their protective environmental resources.

Relationship to the Early Warning System and the community response

Document how vulnerable households protect their assets

Collect information on knowledge of DRR and supportive government services (CBDRR, hazard risk reduction plans, policies, or curriculum, and formation of DRR committees such as District Steering Committees on Flood and Storm Control (SCFSC), Village Task Forces (VTF)...

Assess the major obstacles that hinder effective adaptation of DRR/CCA/EMR at community level. Review of existing government policy, program, etc. assess the relevance of existing government institutional arrangements in relation to the effectiveness of DRR/CCA/EMR program at government district/sub county level.

- Presence and functionality of: Community Early Warning systems, Contingency Plans, Community Managed Preparedness Activities
- The quality and quantity of co-ordination between various actors in the project areas, district and national level

## **Methodology**

To fulfil the objectives of this exercise both quantitative and qualitative study methods will be employed. The baseline will collect primary data from targeted communities/ beneficiaries of the project and also use secondary data. The consultant will utilize a detailed methodology that will include, but not limited to the following aspects:

- For, Knowledge, Attitudes, Practices (KAP) survey:

Desk study of available data (previous KAP surveys, government statistics); review developed questionnaires; Field study of stratified sample of target population (questionnaires, observation)

- Focus Group Discussion (FGD)

FGDs will be conducted at district, commune and village level to clarify and analyse the quantitative data collected through the structured questionnaire.

## **Sampling**

In Quang Nam and Binh Dinh, the baseline will target 600 household from 6 villages in Quy Nhon and 6 villages in Nui Thanh to participate in a scripted questionnaire. Selection of households will be randomly chosen based on total population of the project's targeted villages. For FDGs, a sampling of district and commune leaders will be selected to participate in separate survey that focus on governance of the DRR activities (CBDRR, hazard risk reduction plans, policies, or curriculum) and formation of DRR committees (SCFSCs and VTFs). These leaders will include local government leaders, members of Woman's Union, teachers, social workers, and member of VTFs. Female household participants for the FDG structured questionnaire at village level will be chosen by sampling method.

## **Deliverables**

The Baseline Survey Report should include project background information, outline of survey methodology, survey processes, specific findings and analysis of the survey. Baseline tools, methodology and a schedule of field activities should be attached as annexes to the report.

- **Draft Baseline Report** should be submitted to CRS review with qualitative and quantitative data analysis interface in MS Excel
  
- **Final Baseline report in English** should not exceed 20 pages (excluding annexes) and should contain the following main elements:
  - Title page, table of contents, and list of terms,
  - Executive summary (not more than 2 pages)
  - Project description
  - Survey Methodology
  - Baseline survey findings
  - Analysis and Conclusion
  - Annexes

The baseline survey will be initiated by the CRS/VN DRR Team. With support of local partner, CRS/VN DRR team will provide the overall management of the assignment. The implementing partners in Nui Thanh and Quy Nhon will avail personnel to introduce the consultant to the communities/stakeholders and provide logistical support. The consultant will organise all other aspects of data collection, analysis and reporting. Representatives from the CRS and member of the District Steering Committee in Nui Thanh and Quy Nhon will be involved in all briefings and consultations with the consultant.

### Working Time

The baseline survey should take a maximum of **10 days** inclusive of fieldwork, report writing and presentation. The work is expected to start by first week of December 2012. Final Report is due to CRS on **December 10.**

## **Requirement**

The assignment is open to both individuals and firms but the Consultant must demonstrate a minimum of the following requirements:

At least post graduate studies in Social sciences, CCA, DRR or Natural resource management

At least five years experience in social research, statistical data collection and analysis systems, and especially baseline survey.

- Knowledge and expertise in participatory development methodologies.
- Well-experienced with program participatory monitoring and evaluation processes.
- Experience in DRR, mangrove forestation and risk or disaster management
- Excellent writing and analytical skills.
- Knowledge of local languages of the project area is an added advantage.
- Knowledge of the Risk Reduction and mangrove reforestation is an added advantage

**Costs:** To be quoted by the consultant.

## CRS c̄ n tuȳ n t̄ v̄ n baseline survey

Written by Võ Xuân Hòa

Monday, 19 November 2012 15:37 - Last Updated Monday, 10 December 2012 13:50

---

### **Application Guidelines.**

Complete proposals/applications should be submitted to CRS by 26th of November 2012 and clearly marked in the subject of the e-mail: "PROPOSAL FOR BASELINE SURVEY – Green Shield project" Proposals/applications should include:

- Survey methodology
  
- Organisational profile including references of other similar assignment undertaken giving at least the name of client organisation, the assignment title, location, value of service, period when it was performed and associated consultant s, if any
  
- Curriculum Vitae of consultant (s) and indication of availability
  
- Price quote: This should be done separately for remuneration and reimbursable costs (inclusive of taxes, duties and levies where applicable)

Applicants, who do not hear from us by 30 of November 2012, should consider themselves unsuccessful.

ALL Complete proposals/applications and request for clarifications should be forwarded to:

CRS Vietnam, No 1 lane 7, Nguyen Hong Street, Hanoi.

Email: [hang.tran@crs.org](mailto:hang.tran@crs.org) , Copy to: [nam.vi@crs.org](mailto:nam.vi@crs.org)