

# TERMS OF REFERENCE

## PRELIMINARY BASELINE SURVEY FOR THE BLOOM PROJECT



February 2025

## Mandate:

### 1. Context

To sustainably reverse the dynamics responsible for biodiversity loss without aggravating the constraints on local populations, BLOOM aims to improve the health of key ecosystems for biodiversity and climate change adaptation of ethnic minority (EM) women and their vulnerable communities in the provinces of Ha Giang and Dak Lak, building on the increased uptake by women from EM and their communities of gender-responsive nature-based solutions (NBS) supporting ecological integrity and connectivity of High Conservation Value Forests (HCVFs) for biodiversity and CCA; improving the sustainability of the use of the biodiversity of these forests by women and their communities vulnerable to CC; strengthening women's influence on HCVF governance policies and programmes, strategic for biodiversity and adaptation to CC. The project will mainly be implemented in the buffer zones of Du Gia (Ha Giang), and Yok Don (Dak Lak) National Parks, as well as national reserves and classified forests. It will conserve at least 10,000 ha of strategic forest ecosystems for biodiversity and improve the living conditions and resilience to the CCs of 13,600 family members of the 2720 ethnic minority people directly supported by the project, 75% of whom are women (2040 F), paying particular attention to the fair and equitable representation of the 43 ethnic groups identified in the province of Ha Giang and the 47 present in the province of Dak Lak. The enhanced environmental services will benefit nearly 25,000 people in local communities. The approach developed to foster the adoption of nature-based solutions focuses on strengthening the knowledge and capacities of women and their communities to restore and conserve High Conservation Value Forests (HVVF) for biodiversity and CCA, according to an approach that aims to maximize benefits for local populations and maintain their environmental services for adaptation to CC.

As part of the project's start-up, SOCODEVI intends to carry out a preliminary study to document the baseline situation of the project's performance indicators and to collect specific socio-economic information, particularly in relation to the women's empowerment index and their vulnerability to climate change. The survey pays particular attention to the situation of women in their households and communities. This is a formative evaluation conducted as part of the implementation of the project implementation plan to guide project activities and measure their impact.

### 2. Purpose of the mandate

The objective is to conduct surveys among about 50 households from a selected villages in the in the communes of Du Gia and Minh Son (the exact size of the sample will be confirmed at the beginning of the mandate) in Ha Giang province, including where possible a sample of coop members, as part of the first phase of the baseline survey.

Data collection will be carried out in person. The baseline survey process will involve a pair of interviewers: a man and a woman. These baseline survey teams will receive training from SOCODEVI regarding baseline survey software and procedures. The teams will interview the man and woman in charge of the household separately. This will allow the woman to give her answers to the female interviewer and the man to give his answers to the male interviewer.

The data will be collected in ImpactCoop, a mobile application developed by SOCODEVI that allows us to quickly access the data since it is deposited on the cloud. The use of Android v7 and

above phones is required. Access to a computer and a 3G/5G network is also essential for the person supervising the baseline survey to ensure daily follow-up. SOCODEVI recognise that network coverage may not be limited in some areas and will work with the selected contractor to find a suitable and practical solution.

SOCODEVI is therefore looking for a team of a minimum of 2 male-female pairs and a supervisor to conduct the data collection for this survey. SOCODEVI will work with the authorities to recruit additional interpreter(s) able to speak in Vietnamese and one/or more local languages including H`Mong, Tay and Dao.

### 3. Process Steps:

After the signing of the consulting contract, the key responsibilities of each party are as follows:

#### **SOCODEVI**

- Translation of questionnaire from English to Vietnamese (in collaboration with Supervisor, if needed)
- Preparation of the survey:
  - Retrieval of household lists and coop membership lists from provincial partners
  - Contact with communities for introduction and presentation of the survey
  - Coordination of contact with households and appointment for the survey, with the close support of the local provincial authorities including but not limited to DARD, Department of Foreign Affairs and Women`s Union
  - Creating a sampling-based data collection route (with the supervisor)
  - Logistics of the baseline survey teams
  - Arrangement of honorariums, per diems and hotel accommodation for any provincial authority officers accompanying the survey
  - Recruitment of additional interpreter(s) able to speak in Vietnamese and one/or more local languages including H`Mong, Tay and Dao

#### **Supervisor:**

- Preparation of the survey:
  - Sampling (in collaboration with SOCODEVI), if needed
  - Contact with communities for introduction and presentation of the survey
  - Creating a sampling-based data collection route
  - Logistics of the investigation teams
  - Printing and distribution of resource sheets on gender-based violence (GBV) to baseline survey teams to distribute as needed to women upon request
- Pre-training online meeting with SOCODEVI to establish the objectives, responsibilities and outline of the survey
- Preparation for the SOCODEVI training:
  - Room rental logistics
  - Logistics of transport of baseline survey teams
  - Adequate equipment (projector, speaker, strong Wi-Fi, etc.)
  - Presentation of the project and SOCODEVI to the baseline survey team
  - Installing the ImpactCoop app on the phones of the baseline survey teams
- Training by SOCODEVI of the entire baseline survey team (two days):

- Performing the necessary formatting of phones to meet survey standards
- Participation in the training
- Carrying out practices and tests
- Coordination of the conduct of baseline surveys:
  - Supervision of the conduct of the baseline survey for compliance with the quality and quantity heard
  - Verification of daily data synchronization and validation
  - Daily report with SOCODEVI
  - Coordination of the rework of incomplete or non-compliant questionnaires
- The supervisor can also collect data
- Drafting of a summary final report including the difficulties involved, lessons learned and recommendations for future SOCODEVI baseline surveys.

**Interviewers:**

- Training by SOCODEVI of the entire baseline survey team (two days):
  - Performing the necessary formatting of phones to meet survey standards
  - Participation in the training
  - Carrying out practices and tests
- Survey preparation:
  - If necessary, contact with households and appointment for the survey
- Conducting interviews in pairs:
  - Data entry on the ImpactCoop mobile app
  - Daily data synchronization and validation
  - Resumption of incomplete or non-compliant questionnaires

**4. Timeline**

The mandate will be considered successfully completed when complete and valid survey data have been recorded and validated in the SOCODEVI databases (ImpactCoop web platform) for the planned sample (approximately 50 households).

<b>Steps</b>	<b>Indicative dates</b>
Closing date for any questions by email	Monday 10 <sup>th</sup> February at 5pm Hanoi time
Deadline for submission of proposals	Monday 17 <sup>th</sup> February at 5pm Hanoi time
Online interviews with shortlisted firms	To be scheduled week of 24 – 28 February
Offer announced and contracting	Week of 3-7 March
Virtual first contact with the SOCODEVI M&E team and Translation of Questionnaire from English to Vietnamese by SOCODEVI	Week of 10 <sup>th</sup> March
Training of survey team by SOCODEVI	Monday 17 <sup>th</sup> & Tuesday 18 <sup>th</sup> March
Travel to Ha Giang province	Wednesday 19 <sup>th</sup> March
Preparation with provincial authorities and final logistical arrangements with selected villages	Thursday 20 <sup>th</sup> March
Data collection phase in selected villages	Friday 21 <sup>st</sup> March onwards

The survey data must be fully collected and validated by April 6<sup>th</sup>, 2025.

## 5. Requirements

For this baseline survey, the team must be able to meet the following requirements:

- A supervisor with a minimum of 5 years of experience in supervising data collection and being aware of gender equality and climate change issues.
- The supervisor has access to a computer and Internet credit to ensure daily follow-up;
- The supervisor and/or other support person attached to the team has experience with mobile data collection to support interviewers in the event of technical difficulties;
- At least 2 data collection survey pairs composed of a man and a woman;
- Baseline surveys are available full-time during the training and baseline survey period;
- Interviewers have proficiency in spoken English;
- Interviewers are competent and experienced in using a mobile application for data collection (e.g. Kobo Collect, ODK, etc.) with a minimum of 1 year of experience;
- The interviewers must not be government employees or have any position of power.
- The supervisor and each interviewer are equipped with a phone or tablet with a SIM card (for the collection of GPS points) and compatible with the ImpactCoop data collection application (<https://play.google.com/store/apps/details?id=com.performcoop.socodevi&hl=en>):
  - Android 7.0 and above (Android 10 preference)
  - Camera
  - GPS chip
  - Minimum 2 GB RAM (RAM)
  - Minimum ROM (disk space) of 16 GB;
- Desirable:
  - The survey pairs have experience working together
  - The survey pairs have experience with environmental studies, agriculture, and gender equality.

## 6. Data protection

It is essential that completed questionnaires are kept secure and not shared without the express consent of SOCODEVI. In addition, the technological equipment used (Android phone, tablet, computer) must be equipped with codes to limit access. In the event of loss of equipment, SOCODEVI must be notified immediately.

## 7. Anticorruption law

The consultant must submit to SOCODEVI a written statement indicating whether the consultant, one or more researchers or one or more of its employees involved in this mandate:

- a. Have, in the three years preceding the application, been convicted of a corruption-related offence by a Canadian or foreign court, or
- b. Are currently subject to a sanction imposed by a government, governmental organization or organization providing development assistance because of a corruption-related offence.

## 8. Composition of the application file

To apply for this offer, the application file must include the following documents in English:

- An up-to-date resume/CV of the supervisor
- An up-to-date resume/CV of the interviewers, optional
- A technical proposal up to 5 pages maximum
- A detailed financial proposal in Canadian Dollars (inclusive of VAT and/or other applicable taxes), including a breakdown of daily rates, per diems and hotel accommodation
- Sample of previous work relevant to the deliverables specified in this ToR

Offers should be emailed to [bloom@socodevi.org](mailto:bloom@socodevi.org) no later than February 17<sup>th</sup>, 2025. Please specify in the subject line of your email: Baseline survey

Please note that due to the large number of applications, only those selected for an interview will be contacted.