

TERMS OF REFERENCE (TOR)

- **Baseline Survey and Development of Monitoring & Evaluation (M&E) System**
- **Project Title:** Climate Resilient Agriculture for Women's Economic Empowerment
- **Project Location:** Truong Son and Dan Hoa Communes, Quang Tri Province (formerly Quang Binh province), Vietnam
- **Project Donor:** Korea International Cooperation Agency (KOICA)
- **Duration of Consultancy:** August – September 2025
- **Implementing Partners:** Quang Tri Department of Agriculture and Environment; Quang Tri Women's Union

1. Background

Plan International Vietnam (PIV) is implementing the KOICA-funded project "Climate Resilient Agriculture for Women's Economic Empowerment" in Truong Son and Dan Hoa communes, Quang Tri Province (formerly Quang Binh province). The overall goal is to empower ethnic minority (EM) women as drivers of inclusive and sustainable rural development through climate-resilient and diversified livelihoods.

The project comprises two main outcomes:

- **Outcome 1:** Improved income of smallholder farmers, especially EM women, through climate-resilient practices.
- **Outcome 2:** A more conducive social and institutional environment for the economic participation of EM women.

To ensure data-driven implementation, this assignment will establish a reliable baseline and a robust M&E system to track project progress, measure results, and ensure accountability.

2. Purpose of the Baseline Study

The purpose of the baseline study is to:

- **Establish benchmark values** for key indicators outlined in the project's logframe.
- Provide a **comprehensive situational analysis** of livelihoods, climate vulnerability, gender norms, agricultural practices, and socio-economic participation of EM women in the target communes.
- **Offer recommendations** to fine-tune project interventions based on current capacities, gaps, and opportunities.
- **Develop a baseline data set** that will be used to **compare with endline** data to assess project impact.

3. Objectives of the Assignment

The consultancy has three primary objectives:

1. **Conduct a baseline survey** to establish initial values for each project indicator (as defined in the project's M&E framework, Annex 1). This will serve as the reference point for monitoring progress and measuring impact.
2. **Design and develop a comprehensive Monitoring and Evaluation (M&E) system**, including tools and guidelines for tracking project outputs, outcomes, and overall implementation progress.
3. **Train the project team and local partners** on the application of the M&E system and provide supporting documentation and user manuals.

3. Scope of Work

The consultant(s) will perform the following tasks:

- Conduct a **desk review** of the project proposal, theory of change, relevant literature, secondary data (e.g., socio-economic, gender, and livelihood statistics for target communes).
- **Develop methodology and tools** (quantitative and qualitative) for the baseline survey, including sample design and data collection tools (e.g., questionnaires, FGD guides, KII protocols).
- Implement the **baseline survey** in Truong Son and Dan Hoa communes using mixed methods (surveys, FGDs, KIIs).
- Analyze baseline data and produce a **baseline report** including disaggregated findings and recommendations.
- Design and pilot a **digital M&E system** (using tools such as Excel and KoboToolbox) aligned with the project's log-frame.
- Develop a practical **Indicator Tracking Table (ITT)**, data collection plan, and analysis templates.
- Facilitate a **2-day training session** for the project team and partners on the use of the M&E system.
- Deliver a **user-friendly M&E manual** to guide routine use of the system.

4. Key Indicators to Measure

The consultant will collect baseline data for (but not limited to) the following indicators:

Indicator	Disaggregation
% of smallholder farmers, especially EM women with diversified income sources and increased income	Age group, commune
% of EM women adopting climate-resilient practices	Livelihood type, commune
% of EM women with access to credit or financial services	Commune, livelihood
% of EM women participating in communal planning processes	Age, commune
% of community members supportive of women's economic participation	Gender, age
% of EM women with increased confidence/leadership	Qualitative assessment

Indicator	Data collection by consultant	Data collection methods	Tool		Sample			Notes
			Existent	To be reviewed and revised by consultant	Stakeholder	Location	Minimum number	
	Yes	Questionnaires	(x) KAP Survey	x	- With men, women - With village heads - With people with disabilities (if any) - Commune's leaders	Commune: Truong Son and Dan Hoa		
	Yes	FGDs		x	- With men - With women (parenting group, Village Saving and loans groups; - Existing economic interest and collaboration groups in communes - Village heads - With people with disabilities (if any) - Local government staff	Commune: Truong Son and Dan Hoa		Focus of data collection
	Yes	KII with partners and stakeholders		x	- Leaders of communes and government agencies	Commune: Truong Son and Dan Hoa		Focus of data collection

** Note: Sample size submitted to PIV should follow table format above. Project log-frame is attached for consultant to design the final methodology and the set of indicators.*

IMPACT	Indicator	Baseline	Target		Basis for Calculating Target Values	Source of Data	Method of Gathering Data	Frequency of Gathering Data	Data Gatherer
EM women in Quang Binh are drivers of inclusive and sustainable rural development by pursuing climate-resilient and diversified livelihoods	Poverty rate in selected districts in Quang Binh [SDG 2.3.2] Average income of small-scale food producers								
Purpose/Outcome	Indicator	Baseline	Target		Basis for Calculating Target Values	Source of Data	Method of Gathering Data	Frequency of Gathering Data	Data Gatherer
Outcome 1: Improved income of smallholder farmers, especially EM women, in Quang Binh through climate resilient practices	% of smallholder farmers, especially EM women, who increase income attributable to climate-resilient livelihoods	0%	Y1	10% (compare to base line)		Project monitoring records Project evaluation	Data analysis results	Once per year	Independent consultant Project Coordinator
			Y2	35% (compare to base line)					
			Y3	70% (compare to base line)					
Outcome 2: The social and new rural development environment in Quang Binh province is conducive to the economic participation of ethnic minority women	% of EM women that participate in communal SEDP planning processes	0%	Y1	0%		Commune reports	Participant list review	Once per year	Project Coordinator
			Y2	20%					
			Y3	30%					
	% of EM Women who report that community members and community leaders support them to participate in livelihood trainings and to pursue wage or self-employment opportunities of their choosing	0%	Y1	20%		Project monitoring records Project evaluation	Data analysis results	Once per year	Independent consultant Project Coordinator
			Y2	40%					
			Y3	60%					
Output 1.1 Smallholder farmers, especially EM women, have increased knowledge, skills and confidence to apply climate-resilient agricultural-based livelihoods	# of smallholder farmers, especially ethnic minority women (18-40 years old) who participated in climate resilient agriculture-based livelihood trainings	0	Y1	160 (F: 96/M: 64)	Capacity of local communes	Project monitoring and Training records	Review of participant list	Monthly	Project Coordinator
			Y2	360 (F: 216/M: 144)	Capacity of local communes				
			Y3	260 (F: 156/M: 104)	Capacity of local communes				
Output 1.2 Climate-resilient agriculture-based livelihood models are established	# of functional economic interest and collaboration groups working in climate-resilient agriculture established or supported	5	Y1	5	25% of the target villages	Project monitoring and Training records	Review of participant list	Monthly	Project Coordinator
			Y2	20	All target villages				
			Y3	20	All target villages				
	# of seed grants provided	0	Y1	13	Capacity of local communes	Project monitoring	Project database activity	Bi Annual	Project Coordinator
			Y2	20	Capacity of local communes				
			Y3	12	Capacity of local communes				
Output 2.1 Women feel supported for pursuing economic opportunities	# of EM women trained on communication and leadership	0	Y1	160	40 women/commune * 4 communes	Project monitoring Training records	Project database activity	Bi annual	Project Coordinator
			Y2	160	40 women/commune * 4 communes				
			Y3	160	40 women/commune * 4 communes				
Output 2.2 Increased agency of women to participate in decision-making processes in private and public space	# of commune-level discussions conducted on mechanisms to promote women's representation and leadership	0	Y1	0		Project monitoring and Training records	Review of participant list	Monthly	Project Coordinator
			Y2	20					
			Y3	20					
	# of participants (m, f) in community dialogues	0	Y1	1200 (F: 720/M: 480)	800 people participate in village dialogues and 400 people participate in commune dialogues	Project monitoring	Project database activity	Bi annual	Project Coordinator
			Y2	1200 (F: 720/M: 480)					
			Y3	1200 (F: 720/M: 480)					

5. Methodology

The consultant(s) are expected to use a **mixed-methods approach**, combining desk review, surveys, FGDs, and KIIs. Sampling should ensure representation across gender, ethnicity, age, disability, and geographic location. Key methodological steps include:

- **Literature Review:** Project documents, policies, secondary statistics.
- **Quantitative Survey:** KAP survey among project participants and households.
- **Qualitative Research:** FGDs with women, men, VSLAs, ethnic groups; KIIs with local authorities, partners, cooperatives.
- **Data Analysis:** Statistical and thematic analysis using disaggregated data.

6. Deliverables

#	Deliverable	Format	Notes
1	Inception Report (including workplan, tools, and sampling)	Word (.docx)	Bilingual (EN/VN)
2	Baseline Report	Word (.docx) + Raw Data (.xlsx/.xml)	Bilingual (EN/VN)
3	M&E Toolkit	Word + Excel + Kobo forms	Includes Indicator Tracking Table
4	M&E Training Session	PPT and training materials	Conducted with project staff and partners
5	M&E User Manual	Word (.docx)	Bilingual (EN/VN)

7. Timeline and Level of Effort

Total consultancy days: **35 working days**

Expected duration: **August – September 2025**

Activity	Timeframe	Estimated Days
Desk Review, Tool Development, Inception Report	Week 2–3 August	4 days
Field Data Collection & Analysis	Week 3–4 August & Week 1 Sept	15 days
M&E System Design & Toolkit Development	Week 1–2 Sept	8 days
Training & Finalization of M&E Manual	Week 2 Sept	4 days
Final Reporting	Week 4 Sept	2 days

8. Consultant Qualifications

- Advanced degree in M&E, statistics, agriculture, social sciences, or related field.
- Minimum 10 years of experience in Vietnam conducting baseline studies and M&E system development.

- Demonstrated experience in designing gender-sensitive, participatory M&E tools.
- Proven track record with international NGOs and donor-funded programs.
- Familiarity with EM populations and rural development in Central Vietnam.
- Strong analytical and report-writing skills in both English and Vietnamese.

9. Ethics and Safeguarding

The consultant(s) must comply with Plan International's Global Safeguarding and Ethical MERL policies. This includes informed consent, data confidentiality, protection of children and vulnerable groups, and inclusive participation. A safeguarding risk assessment will be conducted prior to fieldwork.

10. Application Process

Interested consultants must submit:

- Technical proposal (approach, tools, workplan)
- CVs of team members
- Samples of previous work
- Financial proposal

Deadline: **23:59 PM, 5 August 2025**

Submit to: NhomMuaSam.Mot@plan-international.org with subject line: FAD535-Base line Survey-Proposal-[Your team's name]

Only shortlisted candidates will be contacted for interview.