

TERMS OF REFERENCE (TOR)

CONSULTANCY SERVICES FOR THE PREPARATION OF A BIODIVERSITY ENVIRONMENTAL IMPACT ASSESSMENT (B-EIA) AND A PARTICIPATORY SOCIAL IMPACT ASSESSMENT (P-SIA)

1. PROJECT INFORMATION

- **Project title:** Building climate-adaptive solutions through inclusive market networks (BASIN) project.
- **Activity:** Recruitment of a consultant to prepare a Biodiversity Environmental Impact Assessment (B-EIA) Report and a Participatory Social Impact Assessment (P-SIA) Report.
- **Location:** Vinh Thuan Commune, An Giang Province, Viet Nam.
- **Duration:** October to December 2026.

2. BACKGROUND

Strengthening economic resilience through the promotion of climate-adaptive and inclusive business models is one of the key objectives of the BASIN project. The shrimp value chain has been identified as one of the three priority value chains for project support.

Shrimp farming under the rice-shrimp farming system is an important source of livelihood for many households in Vinh Thuan Commune, An Giang Province. However, shrimp farmers continue to face challenges in accessing:

- Sustainable production techniques;
- Quality-assured inputs with clear and traceable origins;
- Aquaculture Stewardship Council (ASC) certification;
- Traceability systems;
- Contract farming arrangements and stable market opportunities.

At the same time, markets are increasingly demanding higher standards regarding:

- Product quality and food safety;
- Environmental and social responsibility;
- Supply chain traceability.

In response to these challenges, the BASIN project and Minh Phu Social Enterprise have signed a Memorandum of Understanding (MoU) to pilot an inclusive and climate-adaptive business model within the shrimp value chain in Vinh Thuan Commune. This partnership aims to:

- Support shrimp farmers in adopting ASC standards and sustainable aquaculture practices;

- Promote an inclusive and climate-resilient shrimp farming model that enhances productivity, improves resource efficiency, and strengthens resilience to climate change;
- Strengthen sustainable shrimp value chain linkages through contract farming, traceability systems, quality management, and improved market access;
- Support farming households in increasing income, improving livelihoods, and developing sustainable production systems;
- Promote the participation and benefits of smallholder farmers, women, ethnic minorities, people with disabilities within the shrimp value chain;
- Enhance technical cooperation, training, monitoring, learning, and knowledge sharing among relevant stakeholders.

As part of the implementation of the Memorandum of Understanding, the BASIN project is seeking a **consultant or a consulting team to undertake a Biodiversity Environmental Impact Assessment (B-EIA) and a Participatory Social Impact Assessment (P-SIA).**

3. OBJECTIVES AND EXPECTED RESULTS

3.1 Overall Objective

The consultancy will conduct the B-EIA and P-SIA assessments to identify relevant impacts, risks and opportunities in the target rice-shrimp farming locations. For the BASIN project, it particularly assesses how environmental and social risks, benefits, and opportunities are distributed among different social groups, particularly women, people with disabilities, poor households, ethnic minorities, landless laborers, youth, and other vulnerable populations, to ensure equitable participation and benefit sharing.

The assessment will also propose appropriate management and mitigation measures that meet the requirements of the ASC Standard and support the implementation of a sustainable, inclusive, and climate-resilient farming model.

In doing so, the consultant(s) is/are expected to ensure meaningful participation of farming households, women, people with disabilities, ethnic minority groups, and relevant stakeholders throughout the assessment process.

3.2 Specific Objectives

- Collect, review, and analyse information on the existing environmental conditions, biodiversity status, and socio-economic context of the project area/model area.
- Identify actual and potential impacts and risks associated with rice-shrimp farming activities on biodiversity, ecosystems, local communities, and other relevant stakeholders.
- Assess compliance with, and identify gaps against, the relevant requirements of the ASC Standard.

- Recommend measures to prevent, mitigate, remedy, and monitor environmental, biodiversity, and social impacts.
- Conduct a presentation, consultation/validation workshop with local farmers, producer groups, cooperatives, Minh Phu and local authorities.

3.3 Expected Results

The consultancy is expected to achieve the following results:

- The current status of biodiversity, environmental conditions, and socio-economic conditions (including applicable legal frameworks and standards and community profile or social baseline) within the model area is surveyed, analysed, and documented.
- Environmental, biodiversity, and social impacts, risks, and gaps are identified, rated, categorised, and assessed.
- The views and concerns of farming households, including poor households, households with people with disabilities, ethnic minority households, and community members in the select and nearby locations, and other relevant stakeholders, are consulted, documented, and reflected in the reports.
- The B-EIA and P-SIA reports are developed in accordance with the requirements of the ASC Standard and the practical context of the farming model.
- Environmental and social risk management, mitigation, and monitoring measures are clearly defined, practical, and supported by assigned responsibilities.
- Minh Phu Social Enterprise and relevant stakeholders are provided with a basis for implementing, monitoring, and updating environmental and social management plans.

4. SCOPE OF WORK

The selected consultant or consulting team will work closely with the BASIN project, Minh Phu Social Enterprise, and relevant stakeholders to undertake the following tasks:

- Conduct a kick-off meeting to confirm the assessment scope, work plan, proposed study area, stakeholder groups, and approach to developing the methodology.
- Review the ASC requirements, model documentation, production data, relevant regulations, and existing reports including CEDRIG Light, GEDSI, Market Assessments. Identify which findings can be used, which require verification in the shrimp-rice farming area, and what additional evidence needs to be collected. Present this analysis in the Inception Report.
- Develop the assessment methodology, data collection tools and analysis framework.
- Identify relevant stakeholders and develop a consultation plan that ensures the representation and meaningful participation of different stakeholder groups, particularly

women, people with disabilities, poor households, ethnic minority groups, caregivers, and other marginalized groups.

- Review existing assessments and other available evidence on environmental and social conditions in the shrimp-rice farming area. Identify findings that can be used, findings requiring verification, and information gaps relevant to the applicable ASC requirements.
- Conduct fieldwork to verify existing findings and collect missing information. The environmental assessment shall cover, as relevant, ecosystems, habitats, aquatic biodiversity, water resources, effluent and water discharge, pond sediment and sludge disposal, habitat protection, and chemical and biological inputs. The social assessment shall cover livelihoods; land and resource use rights; labour conditions, including wages, working hours and occupational health and safety; community engagement and grievance mechanisms; and gender equality and social inclusion. Where applicable, it shall also examine child or forced labour, worker accommodation, freedom of association and collective bargaining.
- Examine how impacts and benefits may differ among stakeholder groups. This includes the division of labour in shrimp-rice production; women's participation in production and household decisions and control over income; access to land, finance, inputs, information and technology; participation in farmer groups and contract farming; barriers faced by people with disabilities; and unpaid care responsibilities. Use interviews, focus group discussions and other appropriate methods to consult farming households, workers, nearby communities, local authorities and relevant organisations. Arrange accessible venues, suitable schedules and communication methods, and separate discussions where needed to support safe and meaningful participation.
- Identify and assess the nature, magnitude, extent, likelihood, and affected stakeholders of environmental and social impacts.
- Assess risks affecting women, people with disabilities, poor households, ethnic minority groups.
- Identify gaps in relation to the requirements of the ASC Standards.
- Propose measures for impact prevention, mitigation, remediation, monitoring, and mechanisms for receiving and addressing feedback or grievances.
- Prepare draft B-EIA and P-SIA reports, together with environmental and social impact management and monitoring plans.
- Present, consult on, and finalise the reports based on feedback from relevant stakeholders.
- Submit all final reports, datasets, consultation records, assessment tools, and other relevant supporting documents.

5. PARTICIPANTS

- The consultant or consulting team responsible for conducting the B-EIA and P-SIA.
- BASIN Project staff.
- Representatives of Minh Phu Social Enterprise.
- Representatives of the Provincial Project Management Unit, relevant technical agencies, and local authorities.
- Representatives of the Farmers' Union, the Women's Union, and other relevant mass organisations.
- Representatives of cooperatives and producer groups.
- Shrimp farming households participating in the model.
- Representatives of women, poor households, people with disabilities, ethnic minority groups, and other vulnerable groups.
- Community representatives and other stakeholders involved in the management and use of natural resources within the model area.

The specific composition and number of participants will be agreed upon during the development of the survey and consultation plan. Where necessary, the consultant(s) will organise separate discussions to ensure that women and vulnerable groups are able to participate and express their views in an appropriate manner.

6. EXPECTED TIMELINE

No	Activity	Timeline (FY2026)											
		Oct				Nov				Dec			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1	Advertisement and selection of consultant	x	x	x	x								
2	Kick-off meeting and agreement on the implementation plan					x							
3	Review of documents, ASC requirements, and existing data					x							
4	Development of methodology, assessment tools, and consultation plan						x						
5	Stakeholder identification and						x						

	selection of survey participants												
6	Field surveys and community consultations on environmental and biodiversity aspects (B-EIA)							x					
7	Interviews, focus group discussions, and P-SIA consultations							x					
8	Analysis of impacts, risks, and gaps against ASC requirements								x				
9	Preparation of draft B-EIA and P-SIA reports and management plans									x	x		
10	Presentation, consultation/Validation workshop, finalisation, and submission of reports											x	x

7. ROLES AND RESPONSIBILITIES

7.1 Consultant(s)

The consultant(s) shall have the following roles and responsibilities:

- Work closely with the BASIN Project and Minh Phu Social Enterprise to agree on the assessment methodology, work plan, and scope of the assessment.
- Develop survey, consultation, and analytical tools that are appropriate to the requirements of the ASC Standard and the local context.
- Organise the collection, verification, compilation, and analysis of data in an objective manner.
- Ensure that the consultation process is participatory, safe, respectful, and appropriate for different stakeholder groups.
- Be responsible for the technical quality, accuracy, and completeness of the assessment findings.
- Promptly inform the BASIN Project of any significant risks or issues requiring urgent attention identified during the assessment process.
- Present the assessment findings, receive feedback, and revise the reports as required.

- Deliver all outputs in accordance with the agreed quality standards and timelines.
- Maintain the confidentiality of personal information, production data, and all documents provided during the assignment.
- Comply with ethical standards and safeguarding principles, including the protection of children and vulnerable individuals throughout the implementation of the assignment.
- Revise and update the contents of the reports to address any non-conformities identified during the certification assessment process, or upon request from the certification body and Minh Phu Social Enterprise, for a period of 3.5 years or until the expiry of the ASC certificate issued during the initial certification cycle, whichever occurs first.

Number of consultant(s) working days:

No.	Activity	Number of Days
1	Kick-off meeting and agreement on the implementation plan	1
2	Review of documents and development of the assessment methodology	4
3	Development and finalisation of survey and consultation tools	3
4	Field surveys for the B-EIA and P-SIA	5
5	Interviews, focus group discussions, and consultations for the B-EIA and P-SIA	2
6	Data compilation, processing, and analysis	7
7	Preparation of draft B-EIA and P-SIA reports	7
8	Presentation of findings, incorporation of feedback, and finalisation of reports	6
	TOTAL	35

The number of consultancy days indicated above is indicative and will be finalised upon the selection of the consultant (s) and agreement on the implementation plan.

7.2 BASIN Project

- Coordinate the definition of the objectives, scope, methodology, and implementation plan of the assessment.
- Provide available information, documents, and data relevant to the project and the model area.
- Facilitate linkages between the consultant, Minh Phu Social Enterprise, local authorities, communities, and other relevant stakeholders.
- Support fieldwork planning and the mobilisation of stakeholder groups for consultations.

- Review, provide feedback on, and approve the assessment tools, draft reports, and final deliverables.
- Monitor progress, oversee the quality of deliverables, and support the resolution of any issues arising during implementation.
- Accept the deliverables and process payments in accordance with the terms and conditions of the contract.

7.3. Minh Phu Social Enterprise

- Assign a focal point to coordinate with the BASIN Project and the consultant(s) throughout the assignment.
- Provide records, data, and information related to the farming area, participating households, production processes, and management systems.
- Support linkages with farming households, workers, producer groups, and other stakeholders in the project area.
- Support and facilitate field surveys, interviews, focus group discussions, and consultation activities.
- Participate in reviewing reports, verifying information, and providing feedback on assessment findings.
- Collaborate in the development, agreement, and implementation of impact management, mitigation, and monitoring measures.
- Monitor implementation progress, maintain records, and update results in accordance with ASC requirements.
- Ensure that participation is voluntary and that the independence of the assessment process is not compromised.

7.4 Provincial Project Management Unit / An Giang Farmers' Union

- Assign a focal point to coordinate with the BASIN Project, the consultancy team, Minh Phu Social Enterprise, and other relevant stakeholders.
- Notify local authorities and organisations of the survey, assessment, and consultation plan.
- Support the consultant in engaging with Commune People's Committees, mass organisations, cooperatives, producer groups, and local communities.
- Provide or facilitate access to relevant information and documents within their area of responsibility.
- Support the mobilisation of farming households, women, people with disabilities, and other vulnerable groups to participate in consultations.

- Participate in providing feedback, verifying information, and reviewing assessment findings.
- Collaborate in monitoring the implementation of impact management and mitigation measures at the local level.

7.5 Commune People's Committee / Farmers' Union / Women's Union

- Assign focal points to support the implementation of survey and consultation activities at the local level.
- Communicate the plan, prepare participant lists, and invite relevant stakeholder groups to take part.
- Support venue arrangements, facilitate engagement with farming households, and provide logistical support for field surveys.
- Provide or facilitate access to information related to environmental conditions, livelihoods, and socio-economic circumstances.
- Ensure the voluntary and appropriate participation of women, people with disabilities, and other vulnerable groups.
- Participate in providing feedback, verifying information, and responding to assessment findings.
- Support the dissemination and monitoring of impact management and mitigation measures, and relay community feedback to relevant stakeholders.

8. DELIVERABLES

1. Inception Report, including the methodology, implementation plan, consultation plan, and data collection tools.
2. Biodiversity Environmental Impact Assessment (B-EIA) Report, including supporting data, maps, tables, photographs, and related documentation.
3. Participatory Social Impact Assessment (P-SIA) Report, including relevant annex such as community profile, stakeholder list, community engagement plan and records, and analysis results.
4. Environmental and Social Impact Management and Monitoring Plan, specifying mitigation measures, responsibilities, implementation timelines, and monitoring indicators.
5. Final Consolidated Report and Presentation of Findings revised and finalised based on feedback from the BASIN Project, Minh Phu Social Enterprise, and relevant stakeholders.

All deliverables shall be submitted in Vietnamese in both editable formats and PDF format. Personal data and sensitive information must be handled and protected in an appropriate and confidential manner.

9. REQUIREMENTS FOR THE CONSULTANT(S)

- Hold a university degree or higher in environmental science, ecology, biodiversity, sociology, rural development, or a related field.
- Have a minimum of five (5) years of experience in environmental impact assessment, biodiversity assessment, or social impact assessment.
- Have experience in conducting B-EIA, P-SIA, or equivalent assessments; experience in applying the ASC Standard will be considered an advantage.
- Possess knowledge of aquaculture, rice-shrimp farming systems, wetland ecosystems, and aquatic product value chains.
- Have experience in community consultation and engagement with farming households, businesses, local authorities, and vulnerable groups.
- Demonstrate capacity in gender analysis, disability inclusion, and issues related to human rights, labour, and livelihoods.
- Have strong skills in research design and in the collection and analysis of qualitative and quantitative data.
- Be able to prepare clear, well-structured reports and provide practical and feasible recommendations.
- Have strong facilitation, communication, and presentation skills in Vietnamese; proficiency in technical English will be considered an advantage.
- Be able to work independently and ensure quality, timeliness, objectivity, and confidentiality throughout the assignment.

10. BUDGET

The consultancy will be funded through BASIN Project grant funds and will cover the following cost items:

- Consultancy fees.
- Costs for organising interviews, focus group discussions, and workshops.
- Travel and accommodation expenses.

11. SAFEGUARDING

- All activities must be inclusive and comply with World Vision's safeguarding policies, including the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), Child Protection, and the protection of vulnerable adults. Any safeguarding concerns must be reported through the appropriate World Vision safeguarding mechanisms.

- All consultants and participants must comply with World Vision's safeguarding policies, ensuring that training content promotes positive masculinity, respectful dialogue, and non-violent relationships, while minimising potential negative reactions associated with changing gender roles and women's economic empowerment.