

Terms of Reference and Workplan for Baseline Survey	
Project Title	Enhancement of Climate Change Resilience and Income of Preaek Luong Community People in Cambodia
Type of Evaluation	Mid-term <input type="checkbox"/> Final <input type="checkbox"/> Impact <input type="checkbox"/> Other <input checked="" type="checkbox"/> <b>Baseline</b>
HFH Country and Location	Habitat Cambodia – Phnom Penh
Name and/or organization of the evaluator/s	External consultant
Evaluation duration	June-August 2021

## I. Habitat Cambodia

Habitat Cambodia is part of Habitat for Humanity International and began operations in 2003. We work with diverse international and local non-governmental organizations, microfinance institutions, corporate partners, and local and national authorities to build a better life through safe and affordable homes.

Habitat Cambodia provides technical expertise, including safe and affordable house designs as well as water and sanitation programs, and an innovative approach to housing combining market development, housing finance and housing support services; advocacy for secure land tenure; and pro-poor housing solutions. Habitat Cambodia takes a more holistic approach to housing and works with partners in helping informal settlers gain access to secure tenure under the local government's social land concession scheme. Technical expertise is provided to micro-finance institutions and low-income families in constructing good-quality and affordable homes.

Since 2003, Habitat Cambodia has served more than 100,000 families to improve their living conditions through housing interventions, WASH facilities, community development programs, and partnership with microfinance institutions in the provinces of Phnom Penh, Siem Reap, Kandal, Prey Veng, Takeo, Kampot, Kampong Speu, Tboung Khmum and Battambang.

## II. Project Briefing

Habitat Cambodia is implementing a three-year project named “Enhancement of Climate Change Resilience and Income of Preaek Luong Community People in Cambodia” in Preaek Luong commune, Aek Phnom district Battambang province from January 2021 to December 2023. The project aims to increase the income and capacity of the target group in climate change adaptation and access to safe and secure houses against climate change impacts. The project is funded by CCK Samsung through Habitat Korea; there are three components that will contribute to reaching the project goal: a). Build a safety net for climate adaptation, b). Income Generation through climate adaptation training, and c). Capacity Building for climate adaptation.

Impact	Goals	Outcomes	Outputs
Improving the communities' resiliency toward climate change (drought, flooding, storms, etc.)	The target group access safe and secure houses against climate change impacts	Build a safety net for climate adaptation	Build/Renovate climate adaptation houses with climate-resilient feathered - 35 Climate adaptation houses (16 Build/19 Renovated) with climate-resilient components

			- 2 Renovation plan of a communal building designed
	The target group increase income from various means of living (income sources for a living)	Income Generation through climate adaptation training	Home gardening technology training Construction technology training - 35 homeowners trained on home maintenance and basic construction techniques to build climate adaption houses
	The target group increase capacity in climate change adaptation	Capacity Building for climate adaptation	Establishment of community committee for disaster management - 1 Disaster management committee established - 300 Community people trained to be resilient with disaster and climate change

**Project activities:**

- o Build/Renovate 35 climate adaptation houses with climate-resilient technique (raised garden, etc.)
- o Renovate 2 communal buildings through micro-grant support
- o Training 35 homeowners on home maintenance and basic construction techniques/Climate Adaptive Home gardening
- o Established a mechanism to manage middlemen (who buy crops from homeowners and sell crops to markets)
- o Establish/formation of the community committee for disaster management (CCDM)
- o Train 25 community committee for disaster management on climate change and disaster
- o Local government-led forum with 300 community people on Climate Change Response to disseminate the climate change adaptation system model to other areas
- o Printing and installation of project signboard and preparedness plan in the community.

**III. Baseline Survey Design**

**Baseline Survey Objectives:**

The purpose of the baseline data is to provide a benchmark for measuring the project's progress through an in-depth situation analysis and needs assessment based on the project interventions in the target area. Thus, this survey will provide the current status of the indicators mentioned in the results framework and facilitate monitoring of project progress against the project objectives:

1. Capture the baseline information to compare with the project achievements and significant changes through the final evaluation.
2. Identify current status of target community disaster resilient and climate adaptation in-term of housing, income, agricultural techniques etc.
3. Investigate the gap of knowledge and capacity of communities and CCDM on disaster and climate change adaptation

**Research/ Evaluation Questions:** *Enumerate the questions you would like to investigate.*

**Component 1:** Build a safety net for climate adaptation

- To what extent can the current housing situation cope with disaster and climate change?
- What are the knowledge and technologies related to building a strong climate adaptation house in the area?

**Component 2:** Income Generation through climate adaptation training

- What are the family's and community's livelihood/income situations? (Please list down the status, challenges, opportunities, vulnerabilities, etc.)
- To what extent can the current situations of family's/community's livelihood/income cope with the disaster and climate change?
- What are the knowledge and technologies related to climate adaptation livelihood activities (mostly on on-farm activities) in the area?

**Component 3:** Capacity Building for climate adaptation

- To what extent/how do target community/CCDM have knowledge and capacity related to and respond to disaster and climate change?
- How is the knowledge and practice of the target community on WASH?
- How is the current situation of the target community's health?

**Research Methodology and Scope:**

The external team will recommend the most suitable methodology for this survey. The tool will be developed in English and translated into the local language. The following are the recommended methods that will be used to answer the survey questions.

The consultant team should choose an appropriate methodology to ensure the accuracy and validity of the finding. Both qualitative and quantitative data collection techniques are recommended for this baseline survey. As the Covid-19 situation unfolds, the consultancy will be conducted through a series of discrete activities, beginning with desk reviews before face-to-face interviews. Depending on the duration and severity of the pandemic, the consultancy team will utilize appropriate means and tools such as virtual meetings to collect information.

In the technical proposal, the consultant team should indicate their sampling plan, including how they will select the specific locations to be assessed and how these findings will be generalized or applied to the rest. Further, the consultant should indicate their proposed methodology, including aspects of sampling, sample size, tools, design and administration, which will inform the first phase of the selection process. The successful consultant will be expected to provide a detailed methodology with tools for fieldwork as part of their inception report—all this bearing in mind the COVID19 guidelines of do-no-harm. Seven villages in Preaek Luong commune, Aek Phnom district, Battambang province will be the target areas for this baseline.

The consultant is required to propose and design an appropriate methodology by using the following qualitative and quantitative method:

- ❖ **Develop the survey matrix and methodology:** The Consultant will be required to draft and discuss the process and methodology and interview questionnaires with the senior management team.
- ❖ **Stakeholder meeting and key informant interviews:** Meet with national office staff, field staff, project partners, relevant government officers, local authorities and project beneficiaries.

- ❖ **Focus group discussions:** with the local authority as well as the target beneficiaries
- ❖ **Field visit:** conduct field visit to document
- ❖ **Desk review / Secondary data collection:** Review all relevant document provided by Habitat Cambodia and/or Habitat Korea
- ❖ **Case studies development:** Case study need to be produced based on each project objectives
- ❖ **Household survey:** Household survey to compare with the end line result
- ❖ **Reporting:** A report detailing the findings and conclusions of the baseline survey with realistic recommendations

Data collection method	Participants
Secondary data collection	Project Staff
Household Survey	Future Homeowners
Key Informant interview and visit	Implementing partners
Focus group discussion	Homeowners
Field observation/ transect walk	Homeowners
Case studies	Homeowners

**Expected result:**

The deliverables and responsibilities as following are expected from the consultancy firm:

- An inception report will be prepared by the consultancy team and shared with Habitat Cambodia. The report should include a detailed methodology, including sample size, sampling plan, data collection tools, fieldwork, and data analysis plan.
- Following the field visit, the consultancy team will prepare a short presentation of the initial findings, including at least 2 case studies and tentative conclusions and recommendations.
- Building on the debrief and initial feedback received, the consultancy team will produce a draft report that will be shared with the Habitat team for review.
- Once feedback is provided by the Habitat team, the consultancy team will prepare the final report. The report will follow the same presentation logic and include, at a minimum: an executive summary, list of acronyms, introduction, baseline context and purpose, baseline framework and methodology, findings, case studies, conclusions and recommendations. Annexes should include the TOR, inception report, program baseline indicators with baseline values from the list of documents reviewed, list of persons interviewed or consulted and data collection instruments.
- The consultancy team will also prepare a PowerPoint presentation and two-page baseline Brief to share the key findings, conclusions and recommendations. The Brief will include project information; baseline background (baseline purpose, baseline team, baseline timeframe, methodology); and baseline results: key findings, conclusions, and key recommendations.

**Management Arrangement and Protocols:**

The consultant team will spearhead this baseline survey with support from the provincial office and National Office representative, Habitat Korea and the Asia-Pacific Office. The Habitat Cambodia must first approve the research design, tools and final report before proceeding with the conduct of the baseline survey. Also, the tools that the evaluators will use must be reviewed and provided input by Habitat before pre-testing. Communication and dissemination of key findings to a wider audience

must first be approved by Habitat Cambodia beforehand.

#### IV. Requirement skilled and experiences:

As the consultancy is comprehensive, the consultancy team is expected to have a mix of skills relevant to the assignment. The team needs to be a team leader (national or international) and a research team (nationals). We expected that the consultant team is the social science expert specializing in disaster risk reduction (DRR), housing, and agriculture with a post-graduate degree in social science or a comparable qualification. The required key experiences, knowledge and skills of the consultant include:

- Legal status recognized by the Government of Cambodia, enabling the organization to perform the tasks mentioned above under the laws of Cambodia.
- Minimum 5 years experience managing household-level surveys of similar scale such as program strategy development, design and evaluations and must have demonstrated experience with research and participatory methods.
- Strong capacity and experience in planning and organizing survey logistics
- A good network of experienced enumerators, supervisors and data entry clerks.
- Strong capacity in data management and statistics.
- Strong knowledge in the following software for data analysis such as STATA, CS-Pro, and SPSS
- The firm has demonstrated knowledge and experience with the housing, DR3, Agriculture sectors and the ability to conduct and equity-focused research and analysis.
- Strong in writing and analytical skills (a sample of recent analytical reports is requested).
- Demonstrate ability to work in a multi-cultural environment and ability to establish good and effective relationships with stakeholders.
- Knowledge of the Environment, Livelihood and Market development and Child protection will be an added advantage
- Have relevant experience in working with governments and international organizations on consultancy assignments.
- Excellent written and verbal English language skills; fluency in Khmer.
- Local experiences in Cambodia and knowledge of Cambodian culture.

#### V. Activities timeline

Activity	Timeframe
Desk review of key documents	2 days
Draft Inception report, detailing research tools, methodology and detailed research schedule	3 days
Field visit to 3 project areas	3 days
Data analysis	1 day
Draft baseline survey report which is circulated internally for comments;	3 days
Presentation of key findings,	0.5 day
Feedback on the draft baseline report and revision	2 days
Final baseline report for submission to Habitat Cambodia	1.5 day
<b>Total:</b>	<b>16 days</b>

#### VI. Application procedure:

If you are convinced and meet the above qualifications and requirements, please submit your summarized C.V. (Maximum three pages) to the address below. The C.V. should outline your qualifications and relevant experience and a maximum one-page analysis highlighting your understanding of the work and the proposed methodology you will apply to deliver the intended objectives that are inclusive of the financial bid.

Consultants who meet the requirements should submit an expression of interest with a maximum of ten pages, which should include the following:

- Letter of interest
  - Organizational profile of consultancy agency if there is
  - A proposal following the terms of reference (ToR) by indicating the number of days to complete assignment and methodologies to be used
  - A detailed financial proposal, including daily cost per major activity
  - A tentative work plan and timeline
  - Updated curriculum vitae of consultant/s that clearly present qualifications and experience

To Procurement Unit, Habitat Cambodia, through e-mail: [procurement@habitatcambodia.org](mailto:procurement@habitatcambodia.org) by **21<sup>st</sup> May 2021**.

#### VII. Payment schedule:

- 20% upon receiving the first inception of the report
- 40% upon the submission of the drafted report
- 40 % upon delivery of final report (in both hard and soft copies).

Payment will be made within 15 days upon receipt of the invoice.