

**Terms of Reference for Assessments, Evaluations, and Research
Habitat for Humanity Cambodia**

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|---------------------------------|---|
| Project Title | Situation and needs assessment on vulnerabilities to climate change impacts |
| Type of Study 1 | Assessment |
| Type of Study 2 | External consultant |
| HFH Country and Location | Battambang, Cambodia |
| Assessment duration | Three months |

I. Habitat Cambodia

Habitat Cambodia is part of Habitat for Humanity International and began operations in 2003. Habitat Cambodia provides technical expertise, including safe and affordable house designs, water and sanitation programs, 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 to help 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 170,000 families to improve their living conditions through housing interventions, WASH facilities, community development programs, and partnerships with a diverse group of international and local non-governmental organizations, microfinance institutions, corporate partners, and local and national authorities.

II. Background

Cambodia faces a myriad of challenges arising from climate change. Geographical factors, such as low-lying plains and the Mekong River Delta, exacerbate susceptibility to rising sea levels, floods, droughts, and tropical storms. Notably, the agricultural sector, a pivotal element of the economy, confronts imminent threats to food security due to climate-induced impacts. Urgent and coordinated international measures are imperative to mitigate the impact of climate change and chart a resilient and sustainable course for Cambodia's future. The challenges encompass heightened floods, droughts, rising temperatures, and unpredictable precipitation patterns. About 25% of the population faces the impact of extreme river floods, with a 4% annual probability of severe meteorological drought.

The Ministry of Environment (MOE) 2019 highlighted that Battambang is the most vulnerable province to climate change, emphasizing elevated risks of both droughts and floods. By 2050, Battambang's total rainfall during the wet season will increase by about 8.3%. Battambang's average daily maximum temperature during the dry season would increase by between 1.8 -1.9°C. In summary, the expected climate changes by 2050 in Battambang are significantly hotter and wetter in the wet season and hotter and drier in the dry season.¹

Habitat Cambodia implemented 'Enhancement of Climate Change Resilience and Income of Preaek Luong Community People in Aek Phnom District' project from 2021 to 2023. The project increased the income and capacity of the target group in climate change adaptation and access to safe and secure houses against climate change impacts. With a view to taking part in a call for proposal in 2025 for KOICA CPP, Habitat Cambodia intends to expand into other districts in Battambang. This assessment will serve as an evidence base on which to build a KOICA proposal.

¹ Situation Analysis and Needs Assessment Report by CGIAR and CCAFS

III. Design of the study

Objectives:

1. To identify the top districts in Battambang Province that are most vulnerable to climate change impacts such as floods, drought, storms etc. The consultant will study Battambang Province as a whole.
2. To identify the defining factors that contribute to the vulnerability in the districts identified in Objective 1.
 - Governance issue needs to be examined as part of this objective at different levels of governance from the disaster management committees (CCDM, DCDM and PCDM) and local authorities (commune, district, and province) to identify governance related needs that can be addressed by our project.
 - The consultant is strongly advised to utilize FRMC tools for this purpose.
3. To suggest a set of interventions that are best-suited to address the needs identified in Objective 1 & 2.

What is the FRMC tool?

It was created by the Zurich Flood Resilience Alliance in 2013 and is an innovation in community flood resilience theory and practice. It allows users to generate evidence about the ways in which a given area or community is already resilient to floods as well as provide a guide to further develop this resilience. The framework is also called the 5C-4R framework as it combines 44 indicators (sources of resilience) on 5 “capitals” (human, social, physical, financial, and natural). It includes 4 properties derived from resilient system thinking (4R) that can help people on their development path and provide the capacity to withstand and respond to shocks. This “systems thinking” approach considers the assets, interactions, and interconnections at the community level and provides consistency when it comes to identifying and testing sources of resilience. Habitat Cambodia in partnership with Hankuk University of Foreign Studies (HFUS) accomplished pilot research in Battambang using the FRMC tool which was published and presented in South Korea in 2023. Habitat Cambodia intends to use this FRMC tool and incorporate it into its programming as part of assessment tools under PDMEAL.

Scope of assessment:

1. **Geographic area:** The study will cover the whole province of Battambang and classify the findings by districts and communes.

| Province | Districts/municipality | # of Communes |
|---------------------|------------------------|---------------|
| Battambang province | Battambang | 10 Sangkats |
| | Banan | 8 Communes |
| | Thma Koul | 10 Communes |
| | Bavel | 6 Communes |
| | Aek Phnom | 7 Communes |
| | Moung Ruessei | 9 Communes |
| | Rotanak Mondol | 4 Communes |
| | Sangkae | 10 Communes |
| | Samlout | 7 Communes |
| | Sampov Loun | 6 Communes |
| | Phnum Proek | 5 Communes |
| | Kamrieng | 6 Communes |
| | Koas Krala | 6 Communes |
| | Rukhak Kiri | 5 Communes |

- (A) Overview of the whole Battambang province (all districts) on the vulnerability to climate change impacts such as floods, drought, storms etc.
 - (B) To identify the top-five districts in Battambang Province that are most vulnerable to climate change impacts such as floods, drought, storms etc.
2. **Study framework:** Develop the study framework which give the whole picture of this assessment. The consultant must provide the explanation of the study framework and description detail of its elements.

Methodology:

Primary methods that will be employed include:

1. **Desk Review:**

- The consultant will review various existing documents to capture project information, define information gaps, and scope/redefine data collection tools for the inception stage, minimize for overlaps and develop for any complementary initiatives especially with the CCK endline activity. Additionally, the consultant will explore external published documents related to the project evaluation and data triangulation to the internal information and first-hand collected data.
- In reviewing existing literature and documentations, one of the focus areas should be alignment with strategies/priorities of Cambodian government at different levels as well as other relevant goals such as SDGs.

2. **Household Survey:**

- The consultant will use the FRMC tool as basis for further contextualization of the questionnaires of both quantitative and qualitative tools to collect data against the (main and sub) matrix questions to ensure that those tools cover all level indicators of result chains and the evaluation objectives.
- The household survey sample size's calculation will be based on a 95% confidence level and a margin of error of 5%. The consultant will design and propose the detailed sampling method in the technical proposal.
- Quantitative data collected from household surveys will be processed and analyzed by the consultant team with their own familiar software to encode and run data frequencies/analyses. The data analysis will be based on the required indicators and information in the evaluation matrix. The analyzed data will be disaggregated by demographic characteristics such as sex/gender, age, disability, type of support, location, etc.

3. **Focus Group Discussion (FGD)**

- This will be held with key stakeholders such as community members, disaster management committee members at different government levels, OPA, other government officials in relevant departments, etc. in Battambang province to obtain qualitative responses of relevance concerning the needs for climate change vulnerability and adaptation interventions. The detailed plan for this segment including the guiding questions will be shared by the consultant in the inception report.

4. **Key Informant Interview (KII)**

- This will be conducted alongside FGD for similar purposes. While FGD intends to target key stakeholders more broadly, this will be used to collect data from a smaller set of stakeholders with more depth. The stakeholder group of choice is determined by the consultant: They include but not limited to community/group representatives, local authorities (villages to provincial levels), school representative, NGO partners, and Habitat for Humanity Cambodia staff. The consultant is suggested to propose a sample size and sampling method in in the inception report.

Other Considerations:

1. Qualitative data collected from KIIs, FGDs, observations, and case studies will be checked, verified, and cleaned by enumerators and supervisors before they write up notes of collected data from all respondents into the summary template and its analysis themes as supporting documents for drafting the report. The qualitative data should link to the analysis of quantitative data to substantiate or refute the findings and provide the necessary context.
2. All records of collected raw data (raw and editable data in Excel or Word format translated to English. These include but are not limited to interview transcripts, pictures, video, audio recordings, survey, numerical data, etc.) and analyzed both quantitative and qualitative tools are required to document properly and submit alongside the finding report for review/verification.
3. Finding report preparation, the consultant will propose the finding report outlines/contents, including its guidance note, to discuss and agree with Habitat for Humanity before inception report finalization. All findings should be supported from the available primary and secondary sources. Proper citation and referencing are expected to be followed in producing the final report.
4. The tools will be developed in English and translated into the local language (Khmer). In technical proposal, the consultant should indicate their proposed methodology, study framework, literature review,

administrative work, timeframe, and budget to 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 Child protection guidelines and do-no-harm protocols.

The consultant/team is expected to utilize a methodology that encompasses the following components:

- Based on the consultant/team's pre-existing knowledge of Cambodia, develop the description of the approach, methodology, and report outline to be discussed and agreed upon.
- Collect and review existing information, including scientific literature review, national legal documents or policies, and project documents for triangulation and develop the framework of the study.
- Develop study design and instruments (desk reviews, survey questionnaires, KII, FGD, Field observation/ transect walk, and case studies)
- A detailed process for data quality assurance and management from the design stage to analysis and report draft will be defined/proposed by the consultant in the technical proposal.

IV. Work Plan and Deliverables

The consultant is expected to work from 13th March 2024 to 31st May 2024.

| No | Outputs | Timeframe | Responsibilities |
|----|---|----------------------------------|------------------|
| 1 | <p>Inception report: detailed work plan, assessment framework, research methodology, literature review, research instruments, data analysis, and report outline:</p> <p><i>Note: Consultant needs to organize enumerator training, tool and field piloting/testing, and tool revision before starting field data collection. The final instrument must submit to Habitat Cambodia.</i></p> | By 2 nd week of March | Consultant |
| 2 | <p>The first drafted report: A first draft of the report for review by Habitat Cambodia, HFHK, HFUS and AP.</p> <p><i>Note: Consultants need to prepare a slide for presenting the initial findings with the Habitat Cambodia team. All raw and analyzed data/records of respondents are required to submit with the 1st draft report.</i></p> | By 3 rd week of April | Consultant |
| 3 | <p>Final draft/report: The consultant will share a revised report and finalize the final report (with proof of English reading and edition). The baseline findings will be utilized to deepen the HFHK proposal.</p> <p><i>Note: The design layout for publication is required and aligned with Habitat's communications and brand guidelines for the final report submitted to Habitat Cambodia. Infographic design, graphs, table and related annexes illustrating data analysis and findings need to be included.</i></p> | By 2 nd week of May | Consultant |
| 4 | <p>Final PowerPoint presentation: The consultant will produce a PowerPoint presentation (from the final report – including both methodology and findings) and submit it to Habitat Cambodia</p> | By 3 rd week of May | Consultant |

Note: All deliverables are to be submitted in English and comply with the communications and brand guidelines of Habitat Cambodia. The design layout and infographic for publication are required for the final report submitted to Habitat Cambodia.

V. Reporting Requirements

Outline specific report requirements for required drafts and final study reports, including additional reporting materials, i.e., infographics, report briefs, and presentations. Examples of conditions include the number of pages, mandatory report sections, and languages.

VI. Payment schedule:

The fees will be paid upon receipt of the invoice from the Consultant/firm/institution, with the bank detail.

- 30% payment will be delivered upon the completion of output #1.
- 30% payment will be delivered upon the completion of output #2.

- 40% payment will be delivered upon the completion of outputs #3 & #4

VII. Consultant Profile

The Consultant team/firm/institution should have combined relevant skills and knowledge, including significant professional/practical experience in the Cambodian context in design, planning and implementation of baselines and subsequent documentation. They must have a combined extensive experience with previous assessments and or baseline surveys in nature and scope to what is required. The shortlisted candidates will be required to submit sample work of their previous assessment/baseline. They should possess the following minimum requirements:

- Background and technical knowledge in urban & rural development, Agriculture, WASH, DRR/DR3 & climate change, housing (informal settlement, land, and housing rights and policies), livelihood and economic development, and cross-cutting issues (volunteers, gender, disability, etc.) in Cambodia contexts and trends.
- Experience with local/international NGOs and government agencies providing direct services to marginalized groups.
- Experience with policy/guideline/framework and conducting assessment, baselines, and evaluations
- Ability to demonstrate sensitivity to socio-cultural, political, economic, and environmental issues affecting marginalized groups
- Ability to demonstrate an openness and willingness to learn about the application of gender, disability, social inclusion, and diversity for all aspects of development work
- Advanced knowledge in training, coaching, and knowledge transfer
- Strong coordination and networks to deliver assignments independently (less or limited support from Habitat Cambodia)
- Knowledge of the environment, advocacy, communication, market development, and safeguarding will add an advantage.
- Experience in developing knowledge products for project stakeholders, international development practitioners
- Be excellent written and verbal English language skills; fluency in Khmer.

VIII. Administration

Duration of the study: Three months

Tax arrangements: The consultant will propose only the net amount in the financial proposal.

Submission requirements:

- CVs of all team members: each member should outline only relevant experience with a maximum one-page analysis highlighting your understanding of the work and proposed methodology that you will apply to deliver the intended objectives.
- **The technical proposal** includes:
 - o Organizational profile of consultancy agency if there is
 - o Proposed methodologies following the ToR and initiatives added to deliver assignments with high-quality
 - o Detail financial proposal (financial bid)
 - o Tentative work plan and timeframe
- 02 sample final evaluation reports similar to the assignment

Application procedures:

Please Notice that: the following document types are required to be included for application submission:

If you are convinced and meet the above qualifications and requirements, please submit your CV, technical proposal, and sample reports to the Procurement Unit, Habitat for Humanity Cambodia, through e-mail: **procurement@habitatcambodia.org** by **March 5, 2024**.

Only shortlisted candidates will be notified.

Management and Coordination:

The consultant will report to and be under the management of the country MEAL Coordinator of Habitat for Humanity Cambodia. He shall be supported by a coordination team that includes Habitat Cambodia programs, RD, Comms, Habitat Korea and HFUS for the design and development as well as the research and analysis. This group together with the MEAL coordinator will coordinate with the internal team from recruitment to final product submission/notification. Successful accomplishment of the work plan, including the quality of the deliverables, is subject to review and approval by Habitat for Humanity Cambodia. Communication and dissemination of key findings to a broader audience must first be approved by Habitat Cambodia and Habitat Korea.

IX. Ethical Standards and Intellectual Property

Outline requirements for ethical standards and intellectual property in line with Habitat’s global and country procedures and policies. Describe provisions for Data Protection. Below is a sample of ethical standards and intellectual property statements:

Throughout the design and conduct of the assessment, the consultant/s are expected to adhere to the Habitat Code of Conduct, including the Safeguarding Policy, ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved. The consultant/s should guarantee that the analysis is technically accurate and reliable and conducted transparent and impartial. Habitat will own all products resulting from this analysis. Without prior authorization in writing, the consultant/s will not be allowed to present any of the results or use any product resulting from the analysis as his or her own or for private publication purposes. The termination of the contract should the consultant's output is found to be plagiarized, meaning no proper citation and referencing. Acceptable output to be of original version should be less than 20% similarity threshold against existing work, whether published or unpublished, printed or online.

X. About this Document

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