

Terms of Reference (ToR) for Hiring a Data Collection Service Provider (DCSP) for the BLF-LML Project

Introduction:

Fauna & Flora, in partnership with SNV and the International Union for Conservation of Nature (IUCN), is implementing a seven-year biodiversity conservation landscape project entitled the BLF Lower Mekong Landscape Project. The project aims to conserve and enhance biodiversity in an area covering more than one million hectares of the Annamite Mountains, incorporating three large forest complexes in Cambodia, Lao PDR and Vietnam. Funded by the Biodiverse Landscapes Fund (BLF), the overarching aim of this programme is to reduce poverty and create sustainable economic opportunities for those communities, through the delivery of lasting landscape protection, sustainable management, and restoration, safeguarding biodiversity, and maintaining and improving ecosystem quality. The project is funded by the UK Government's Department of Environment, Food and Rural Affairs (DEFRA). Fauna & Flora is looking for a competent firm/s for the procurement of consultancy services as a Data Collection Service Provider (DCSP) with a particular focus on human livelihoods and well-being.

Project Background:

The programme is being implemented through a consortium of highly experienced INGOs, led by Fauna & Flora, and includes SNV, and IUCN, working in close collaboration with local partners and Indigenous peoples and local communities (IP&LCs), to ensure activities respond to locally identified and prioritised needs. The programme will take an integrated focus on people, nature, and climate, recognising that benefitting one at the expense of the others is inherently unsustainable. This position provides the opportunity to take a leading role in driving forward this transboundary programme of work and bringing this vision to fruition.

The overall impact of this program is to reduce poverty and create sustainable economic development for communities living in, and dependent upon, environmentally-critical landscapes through delivering lasting landscape protection, sustainable management and restoration, safeguarding biodiversity, maintaining and improving ecosystem quality. The program outputs have been designed using an integrated approach focusing on people, nature, and climate.

To achieve the programme outputs, the programme will be delivered through six components. Components 1-5 are output-focused and align to their corresponding output. They are supported by Component 6 MEL and Programme Management, that enables delivery of the others through excellent monitoring, evaluation, learning and programme management mechanisms, and maintains firm focus on future up-scaling across the region.

Purpose and Objective:

The objective of this Terms of Reference (ToR) is to invite proposals from qualified organisations and consulting firms and to serve as the DCSP for conducting baseline, mid-term, and endline evaluations of household indicators for the BLF project.

The key objectives of the procurement of DCSP are:

1. Conduct periodic data collection and provide analysis (of current (baseline), mid-term, and end-term) against the indicators specified in the Biodiverse Landscape Fund (BLF) Logframe, namely
 - a. Number of adults with secure tenure rights to land, with (a) legally recognised documentation; and (b) who perceive their rights to land as secure.
 - b. Number of households with improved welfare
 - c. Number of households with increasingly resilient and sustainable livelihoods
2. Collaborating with FFI team for results validation through stakeholder consultation.
3. Ensure data quality, integrity, and compliance with project standards.

Scope of Work:

The DCSP, which can be either a single organization or a consortium of organizations, will be responsible for the following tasks:

1. Project Planning and Coordination:

- Develop a detailed work plan and timeline for the baseline, midline and endline.
- Participate in training provided by FFI team on data collection process using SAPA and SAGE.
- Closely collaborate with FFI team for survey design, community coordination for data collection process from households' survey, community meetings, and stakeholder meeting.
- Coordinate with local stakeholders, including government agencies, NGOs, and community groups.
- Ensure ethical standards including a safeguarding plan to ensure alignment to 'do no harm' principles and obtain necessary permits for data collection.

2. Data Collection:

- Recruit enumerators with equal male and female
- Conduct field surveys and assessments in designated sites across Laos, Cambodia, and Vietnam.
- Utilize social assessment for protected and conserved areas (SAPA) to assess social impacts and benefits of Protected & Conserved Areas (PCAs) on local communities.
 - Including Multidimensional Poverty Index (MPI) to measure multidimensional poverty levels within target communities.
- Implement Site-level Assessment of Governance and Equity (SAGE) to evaluate governance and equity aspects of PCA management (for midterm and end term).

- Collect data at three key points: baseline, midline, and endline to monitor changes and impacts over time.
- Employ translators (for local or indigenous languages) as necessary to ensure accurate data collection in local dialects and minority languages.

3. Data Analysis and Reporting:

- Clean data and store it securely, ensuring all syntax used to clean and manipulate raw data is available to support replication
- Analyze collected data to identify key trends and insights.
- Prepare comprehensive reports summarizing findings and recommendations.
- Present data in formats suitable for various stakeholders, including visualizations and executive summaries.

4. Capacity Building:

- Train local teams and stakeholders on data collection methodologies and analysis techniques
- Foster knowledge transfer to ensure sustainable local capacity for ongoing monitoring and evaluation.

Deliverables:

1. Inception report (which includes questionnaire in English and local languages, detailed work plan and timeline) at the end of the inception phase.
2. Progress reports on data collection activities every quarter.
3. Comprehensive baseline, midline, and endline reports including:
 - SAPA, SAGE, and MPI findings (all raw and cleaned data sets with syntax files, meeting notes from community, brief reflection report from validation workshop, report).
 - Analysis of key trends and recommendations.
 - Data visualizations and infographics.
4. Training materials and session reports.

Methodology:

The Independent Evaluator (IndEv), in collaboration with Defra and the Fund Manager (FM), created the following outcome indicator reference sheets. They provide information on the definitions and measurement techniques for each indicator using a combination of quantitative and qualitative methods. The methodology that follows demonstrates how various approaches map across the outcome indicators. In particular:

- Changes for **People indicators 1.1, 1.3 and 1.4 will be measured at household level**. These indicators will be measured using a household survey at baseline and repeated at mid-term (Year 3) and end-term (Year 7) points in the programme. This household survey will be carried out by the DCSP. **Note that one single household survey is expected to be carried out with the same cohort of respondents to cover all three outcome indicators.**

- Household surveys should, as a minimum, include data collection for Outcome indicators 1.1., 1.3, and 1.4, but should also consider data collection for other outcome and output indicators, and probe feedback on how the Programmes different intervention packages are impacting on local communities and bringing about behaviour change. Further, a sampling strategy and sampling frame will need to be developed during inception, and this needs to be based on clear definitions of intervention areas and communities targeted through direct interventions only. This will be further discussed and agreed with the IndEv and Fund Manager during inception. Lastly, the IndEv will develop standardised questionnaire modules for Outcomes 1.1 and 1.3, based on globally recognised modules, to test key concepts required to report on these indicators.
- A standardised module will be prepared for Outcome 1.4, in recognition that what is meant by "resilient and sustainable livelihoods" will vary by context. Instead, a framework for measuring these concepts has been developed and the IndEv will advise the Programme on the construction of appropriate contributory indicators and related questionnaire modules to be finalised during inception and as part of the MEL framework. The Programme team are then expected to incorporate these standardised modules into their overall household survey tools in addition to other modules. The Programme may want to include, for example on output indicators, additional contextual information on underlying Theory of Change assumptions, or beneficiary feedback on the direct interventions benefitting the community.

Inception and Desk Review

This first phase will kick off with a thorough inception phase with the BLF team to discuss about the scope, objectives, work-plan and expectations for the data collection activity. In addition, in this phase a literature review will be carried out that covers all available relevant literature, such as:

- government strategies, policies, plans, laws, acts, such as the Land Law of [Cambodia](#), [Laos](#), and [Vietnam](#);
- project documents such as Theory of Change, Logframe, MEL Framework, Workplan, BLF Grant Handbook, etc.;
- relevant scholarly articles and literature (e.g., FAO, [World Bank](#), and UN-Habitat (2019) "Measuring Individuals' Rights to Land: An Integrated Approach to Data Collection for SDG Indicators 1.4.2 and 5.A.1"

The DCSP will also prepare the tools for data collection (Questionnaire Survey, KIIs, and FGDs) and submit it to F&F and IndEv for review. After incorporating the feedback, the DCSP study team will finalize the inception report, which will cover the livelihood and agriculture programs with gender, equity and social inclusion (GESI) mainstreamed.

Sampling Techniques:

The proposed methodology will be adjusted¹ and applied in the light of the DCSP's previous experience of undertaking similar assignments. The cohort of direct beneficiaries will be sampled to facilitate disaggregation by sex, age, economic status, education, ethnicity, type of tenure and country. The baseline data collection will be executed using a mixed methodology – with both quantitative and

qualitative approaches. The purpose of the mixed method design is to connect the information from quantitative and qualitative, with the qualitative data providing a deeper understanding, or illustrating and verifying the findings from the quantitative data. Survey will be conducted in villages from six sites where direct interventions will be implemented.

Sample Size:

To ensure a representative sample, a stratified random sampling method has been proposed. Using a sample power calculation tool (G-power), we have estimated an ideal sample size of 1,464 households with three different variables (sites, sex, and wealth status). There will be six sampling strata for the site variable (as per table below), including in Nam Khong PF, Hin Nam No NP, Virachey NP, Pu Mat NP, Ngoc Linh (Kon Tum) NR, and Chu Mom Ray NP. For the sex variable, two members of the household will be surveyed, targeting both female and male members of the household. For wealth status, we will target two strata (poor and non-poor households) that will be identified using Key Informant Interview (KII) and participatory wealth ranking exercises. Hence, a total of 1,464 households will be interviewed with 2,928 individuals.

The sample size calculation aims to detect a small effect size (Cohen's $d = 0.3$), with a 0.05 error probability for a one-tailed test. We selected a smaller effect size to ensure the sample size is large enough to predict changes in Outcome Indicators while accounting for potential sample attrition over time (estimated at ~30% drop-out rate). The final sample size will be determined based on the direct beneficiary population available at project sites and the defined sampling strata.

Country	Sites	Category	Total
Laos	Nam Khong PF	Male poor	122
		Male non poor	122
		Female poor	122
		Female non poor	122
	Hin Nam No NP	Male poor	122
		Male non poor	122
		Female poor	122
		Female non poor	122
Cambodia	Virachey NP	Male poor	122
		Male non poor	122
		Female poor	122
		Female non poor	122
Vietnam	Pu Mat NP	Male poor	122
		Male non poor	122
		Female poor	122
		Female non poor	122
	Ngoc Linh (Kon Tum) NR	Male poor	122
		Male non poor	122

		Female poor	122
		Female non poor	122
	Chu Mom Ray NP	Male poor	122
		Male non poor	122
		Female poor	122
		Female non poor	122
Total	6		2928

Geographic Coverage and Scope:

Data collection will cover the project implementation areas (i.e., villages in six sites in and around national parks, nature reserves, national protected areas, protected forests and proposed biodiversity corridors) in 3 site clusters as shown.

	No.	Site	Country	Area (ha)
Northern Complex	1	Pu Mat NP (PMNP)	Vietnam	94,500
	2	Yod Nam Mo - Phou Samsoum (YNMPS) NPA	Lao	98,873
	3	Corridor Zone (Anh Son PF) between YNMPS and PMNP	Lao and Vietnam	42,945
Central Complex	4	Hin Nam No NP	Lao	94,121
	5	Phou Louang - Phou Khao Nok NPtFA	Lao	40,512
Tri-border (south-eastern)	6	Virachey NP	Cambodia	334,068
	7	Chu Mom Ray NP	Vietnam	52,647
	8	Ngoc Linh (Kon Tum) NR	Vietnam	50,729
	9	Kon Tum Corridor MAB	Vietnam	25,000
	10	Nam Khong PF	Lao	195,614
				1,029,009

Qualifications and Experience:

1. Proven experience in data collection, statistical analysis, and data interpretation, particularly in biodiversity and social assessments.
2. Expertise in SAPA, SAGE, and MPI methodologies.

3. Strong understanding of the socio-economic and cultural contexts of Laos, Cambodia, and Vietnam.
4. Experience working with local communities and stakeholders in the region.
5. Demonstrated ability to produce high-quality reports and data visualizations.
6. Capability to employ and manage translators for local dialects.
7. Able to obtain permission to work in all sites across the three countries

Proposal Submission Requirements:

1. Technical Proposal:
 - Approach and methodology for data collection and analysis.
 - Detailed work plan and timeline.
 - Team composition and qualifications.
2. Financial Proposal:
 - Detailed budget breakdown.
 - Payment schedule.
3. Company Profile:
 - Relevant experience and past projects.
 - Client references.

Timeline for Baseline Data Collection:

Key Tasks	Allocated Days
Release of Request for Proposals (RfP)	Third week of July 2024
Deadline for Proposal Submission	Second week of August 2024
Appraisal of Proposals and selection of DCSP	End of August 2024
Contracting of DCSP	First week of September 2024
Inception Meeting	First week of September 2024
Finalisation of sample size and methodology, data collection tools, training	October 2024
Commencement of Data Collection Activities	November 2024

Budget:

The budget for the DCSP contract will be negotiated based on the proposed scope of work and deliverables. This budget should include costs for baseline, midline, and endline evaluations separately.

Quality and Ethical Considerations:

The consulting team/firm should take all reasonable steps to ensure that the assessment is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that the assessment is technically accurate and reliable, is conducted transparently and impartially, and contributes to organizational learning and accountability. The assessment team will also commit to adhering to DEFRA/Fauna & Flora/SNV/IUCN Code of Conduct.

Intellectual Property Rights:

All products arising from this assessment will be owned by Fauna & Flora International.

Contact Information:

For inquiries and submission of proposals, please contact:

Contact Name: Mostak Ahmed, MEL Manager

Contact Email: Mostak.Ahmed@fauna-flora.org, or via phone number: (+855) 0978 574 976

Note:

Fauna & Flora International reserves the right to reject any or all proposals received and to negotiate separately with any consulting firm. The selection of the DCSP will be based on the firm's qualifications, experience, proposed methodology, and cost-effectiveness.

The closing date for the submission of technical proposal is **16 August 2024**.

Annex 1: BLF LML Baseline Data Collection Roles & Responsibilities¹

Sl.	Activities	Responsibility (Lead)	Timeframe
1	Advertising (International Tender) Expression of Interest (EOI) for DCSP (inviting firms for proposal submission)	FFI (HQ)	Jul-24
2	Technical proposal appraisal for selection and contracting DCSP completed	FFI (BLF MEL Specialist)	Aug-24
3	Due diligence check completed, Contract agreement (DoA) signed. Onboarding of DCSP begins; Induction on DEFRA/FFI Code of Conduct and Safeguarding policies	FFI (HQ)	Aug-24
4	Technical Team comprising LDP Technical Specialists (for providing technical and methodological reference, guiding study) & Baseline Survey Management team comprising Component Leads (for approving field visits, quality control, budgets etc.) formed.	FFI (BLF Team Lead)	Aug-24
5	Desk Research (Literature Review) by DCSP begins	DCSP Team Lead	Aug-24
6	Inception meeting (consultation with Component Leads on the methodology, tools, timeframe, training, quality control)	DCSP Team Lead	Aug-24
7	Apply for obtaining approval from the local government in Cambodia, Laos and Vietnam	DCSP Team Lead	Aug-24

¹ Roles and responsibilities are subject to change upon the selection of the DCSP and will align with their specific areas of expertise.

8	Final decision on Sampling Frame/Sample distribution (Population and Sampling Frame) Geolocation	DCSP Team Lead	Aug-24
9	Finalisation of sample size and methodology	DCSP Team Lead	Sep-24
10	Finetuning/finalisation of tools (Quantitative and Qualitative) and guidelines for FGD, KII, and IDI, Translation of tools into local language	DCSP Team Lead	Sep-24
11	Recruitment of Data Enumerators in three locations (Cambodia, Vietnam, and Laos) completed	DCSP Team Lead	Sep-24
12	Tablet-based Apps (mobile application) for data collection using Online platform (e.g., LogAlto) developed	DCSP Team Lead	Oct-24
13	Training of Data Enumerators on Data Collection Tools and Methodology completed	DCSP Team Lead, Sector Specialists	Oct-24
14	Data Collection/Field Enumeration (household survey, FGD, KII, Case story) by DCSP	DCSP Team Lead	Oct-Nov 2024
15	FFI completes data quality checks	FFI (MEL Specialist, and Component Leads)	Nov-24
16	DCSP collates data, clean, and prepare transcripts by DCSP	DCSP Team Lead	Nov-Dec 2024
17	Analyze data, generate insights, and establish baselines against indicators	DCSP Team Lead	Jan-25
18	Draft reports and presentations, graphs, charts, and infographics prepared	DCSP Team Lead	Jan-25
19	Hold findings sharing workshop and receive feedback from BLF team	FFI (BLF MEL Specialist)	Jan-25
20	Review the draft report and receive feedback from BLF team	FFI (Component Leads)	Jan-25
21	Share the draft report with IndEv and receive feedback	FFI (BLF Team Lead)	Feb-25
22	Incorporate feedback received from BLF team and IndEv	DCSP Team Lead	Feb-25
23	Share the final baseline findings with IndEv and archive	FFI (BLF Team Lead)	Feb-25

ⁱ Decision about the methodology will be finalized upon discussion with DCSP once selected for the task.

Tools

MPI - Multidimensional Poverty Index

SAGE – Site-level Assessment of Governance and Equity (developed by IIED)

SAPA - Social Assessment for Conserved and Protected Areas

PIA - Participatory Impact Assessment (for mid term and end term only)