



Terms of Reference for Gender Transformative and Responsible Agribusiness Investments in South East Asia II (GRAISEA 2) Baseline Study in Vietnam: Farmer Survey and Focus Group Discussion

Positions required: A team of consultancy with one Lead Consultant and one Qualitative Research Assistant

CONSULTANCY OVERVIEW

The GRAISEA 2 Programme (1 Aug 2018 – 31 July 2021) is a joint initiative led by Oxfam GB, Oxfam Novib, Oxfam US and Oxfam Sweden and funded by the Embassy of Sweden in Bangkok, with a total budget of USD 9.7 million. The programme operates at regional level and in four countries in Southeast Asia (Cambodia, Indonesia, Vietnam and Philippines) and Pakistan.

Drawing on progress and lessons from the first phase, GRAISEA 2 aims to transform opportunities for marginalised women and men in the agriculture sector in Asia by acting as a catalyst for the emergence of inclusive value chains and responsible business practices that respect human rights and drive women's economic empowerment and climate resilience.

GRAISEA 2 will promote the scaling of inclusive and responsible business models and practices by working simultaneously on three levels:

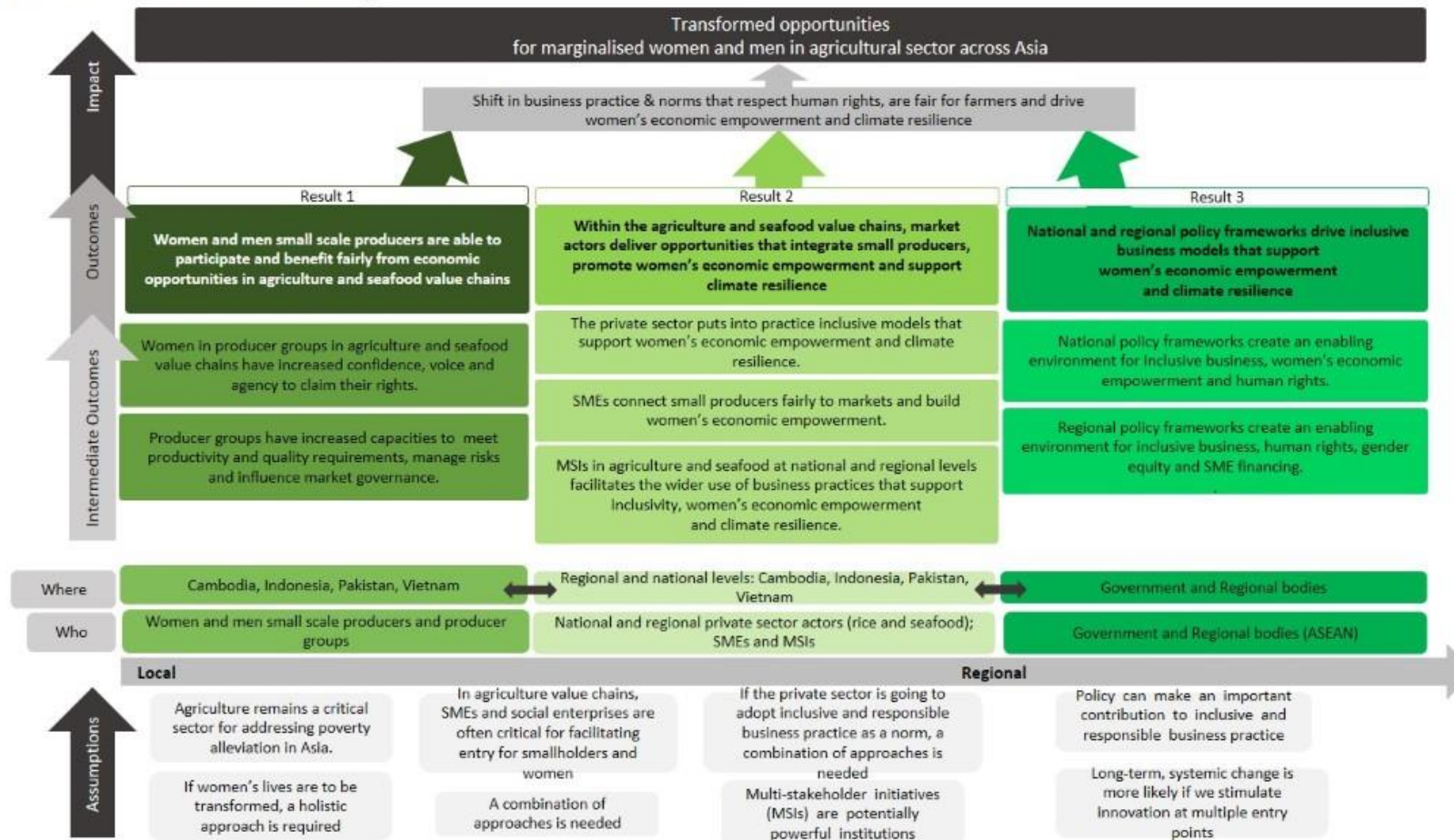
- **Producer level (Result 1).** GRAISEA 2 will train and mobilise *producer groups, women's rights groups and civil society networks* to strengthen their agency and empower them to challenge prevailing economic structures and social norms.
- **Private sector level**, from local and regional to international **(Result 2).** GRAISEA 2 will work directly with *individual businesses* to develop inclusive, responsible and more resilient business practices. This will include Small and Medium Enterprises, larger processors and traders, and – to a lesser extent – exporters and retailers.

GRAISEA 2 will focus its work on two value chains of major economic and social importance in the region, *rice and shrimp*. The rationale for the selection of these value chains is provided in Section 1.4 and in the Annex.

- **Policy level**, national and regional **(Result 3).** Building on Oxfam's ongoing advocacy work, GRAISEA 2 jointly with its partners will engage with sub-national and national *governments and regional ASEAN bodies* to create policy frameworks that safeguard human rights, promote the growth of Small and Medium Enterprises, and encourage the adoption of inclusive and responsible business models that drive women's economic empowerment and support climate change resilience.

The results framework on the next page shows the anticipated intermediate outcomes, outcomes and impacts of these three result areas.

GRAISEA 2: Results Framework Diagram



GRAISEA 2 works within the rice and shrimp value chains in Vietnam. In **Result 1**, it aims to strengthen collective action through increasing the number and the capacity of farmer organisations to: support their members to increase productivity, meet sector standards and adapt to climate change; facilitate improved market access and fair relationships with other market actors; strengthen the role of women in value chains through leadership support and entrepreneurial skills development.

Oxfam is seeking a consultancy team comprising of a Lead Consultant and a Qualitative Research Assistant to conduct a baseline study with the focus on the data collection (through farmer survey and FGD), analysis and report writing. This assignment will serve the baseline study of Result 1 (and partly Result 2) of the GRAISEA project in Vietnam. **Oxfam already designed the tools for data collection for the purpose and will be shared with the consultant team. The consultant team will be requested to digitalize these tools and provide necessary equipments for data collection and analysis.** The assignment is expected to take approximately 35-40 days¹ for the Lead Consultant and 25-30 days for the Qualitative Research Assistant between 18th March and 31st May 2019. A detailed timeline is presented in this ToR.

Proposals are invited from organisations and individual consultants who meet the profile described below. **You need to apply with a joint-proposal as a team of two consultants.** **The proposal should comprise of technical and financial parts responding to this assignment, outlining the baseline report, the consultant's profile (including their CV/resume), proposed management arrangements, and examples of previous work.**

1. SCOPE OF THE EVALUATION

The baseline study of GRAISEA 2 will be conducted from February to May 2019. The objectives of the baseline study are threefold:

- To set a starting point for the pre-defined outcome and impact indicators of GRAISEA MEAL Framework
- To provide information for refining indicators and setting realistic targets
- To provide qualitative and quantitative evidence for refining GRAISEA Theory of Change and assumptions

Vietnam (shrimp) are selected to be one of the two deep-dive countries for the baseline study of the programme. The project will directly benefit 1,602 smallholder farmers in the shrimp value chain in three provinces and 2,268 smallholder farmers in the rice value chain in three provinces in Vietnam.

Sampling Strategy

Aligning to the DCED Standard for Results Measurement and to help understand the attribution of GRAISEA 2 through impact evaluation, the baseline study will involve

¹ Lead Consultant: 8 days for communication and preparation; 17 days for field work (training of enumerators, data collection) including travelling time; 10 days for data cleaning, analysis and report writing.

interviewing respondents from an intervention group and a comparison group. See table below for the proposed sampling size:

The sample size for rice could be discussed and adjusted to be feasible within the timeframe and budget.

	Vietnam (shrimp)	Vietnam (rice)
Estimated women PG members	380	150
Estimated men PG members	680	350
Estimated women non-PG members	200	500
Estimated men non-PG members	220	1200
Sample size calculation (95% Confidence level; 10% confidence interval)	Women: 83 Men: 87 Total: 170	Women: 84 Men: 91 Total: 175
Comparison group	Women: 83 Men: 87 Total: 170	Not applicable
Minimum sample size	340	175

2. BASELINE INDICATORS AND METHODOLOGY

Result 1 statement: Women and men small-scale producers are able to participate and benefit fairly from economic opportunities in agriculture and seafood value chains.

Result 2 statement: Within the agriculture and seafood value chain, market actors deliver opportunities that integrate small producers, promote WEE and CCR

Methods used for result 1 indicators will be administered in the communities in which the producer groups are established and will involve surveys and focus group discussions with project participants and comparison communities. **FGD facilitation questions and Survey questionnaire will be provided to the consultants.** These tools will also respond to some result 2 indicators where appropriate. The table below shows each tool and the corresponding indicators.

Method	Indicator *
Producer survey	Impact 1B. Proportion of time women spend on unpaid care work, paid work and rest/leisure (daily reference)
	Outcome 1.1.A Percentage (%) of women experiencing improvements in their self-confidence (and the reasons for change/ no change)
	Outcome 1.1.C Percentage (%) of women experiencing increased involvement in group participation (and the reasons for change/ no change)

Producer Focus Group Discussions (FGDs)	Impact 2B. Perception of small-scale producers/workers/suppliers on the inclusive practice of target companies
	Outcome 2.2.A Percentage (%) of women producers/workers linked to SMEs, experiencing perceived increase in access to economic opportunities (and the reasons for change/ no change)
	Impact 1A. Perceptions of small-scale producers/workers on the barriers to women's participation in economic opportunities
	Outcome 1.1.A Percentage (%) of women experiencing improvements in their self-confidence (and the reasons for change/ no change)
	Outcome 1.1.C Percentage (%) of women experiencing increased involvement in group participation (and the reasons for change/ no change)
	Impact 2B. Perception of small-scale producers/workers/suppliers on the inclusive practice of target companies
	Outcome 2.2.A Percentage (%) of women producers/workers linked to SMEs, experiencing perceived increase in access to economic opportunities (and the reasons for change/ no change)

**: Indicators for the baseline study will be further added and reviewed between Oxfam and the consultant team*

3. SCOPE OF WORK

This baseline study requires a team of two consultant roles. One lead consultant will be leading and managing the fieldwork team, designing the sampling strategy, hiring enumerators, managing data quality and leading report writing; one qualitative research assistant will be facilitating the FGDs, hiring a note-taker and/or translator and contributing to the report writing. The two consultants need to work together throughout the baseline study. The specific scope of work for each position is stipulated below.

Lead Consultant

- Work with Oxfam staff to adapt and digitalize the survey questionnaire accordingly. Including arranging and organising field test.
- Recruit and manage a team of experienced enumerators (50% male and 50% female) for the data collection.
- Lead a three-day training workshop for enumerators with the support of Oxfam Staff. This will include two days working through questionnaires in English and local languages, and the use of mobile devices/tablets and one day of field testing and debriefing post-test.
- Organise the logistical arrangements necessary to carry out the field work, including transport and accommodation for enumerators, as necessary. Proposals should outline where Oxfam should support on this, and the budget provided must include these costs.
- Arrange the translation of the questionnaire, into the local language (where appropriate). However, it is preferred the enumerators selected are fluent in both English and the local language.

- Work with Oxfam staff to identify a valid comparison group of households that were similar to the project participants before it started, but who did not in fact participate in the project.
- Prepare a list of sampled intervention and comparison households (see above for minimum sampling size) and a list of replacement households to ensure sufficient sample size, in collaboration with Oxfam and project partners.
- Manage the survey work in the field, ensuring that the enumerators interview the correct respondents; that surveys are carried out to a high standard; that targets for numbers of respondents to be interviewed are met; and that data are uploaded to the server regularly (ideally at the end of each day).
- Consult Oxfam's MEL Coordinator/Adviser on any problems that affect the selection of respondents for the survey or the number of respondents to be interviewed. Oxfam's Coordinator/Adviser will run data quality checks and liaise with the Lead Consultant during data collection.
- Analyse data and write a brief baseline report against the pre-defined indicators, with the qualitative analysis contributed by the qualitative research assistant. The report should include any problems which were encountered and how they were resolved, and any feedback which may be useful for future surveys.
- Ideally the consultant will provide enough tablets/mobile phones for all enumerators for data collection. The consultant will manage mobile/tablet devices ensuring each device is signed in and out at the beginning and end of each data collection day and that they are safely stored each night. Supervisors take responsibility to charge devices and to upload and transmit the data collected every evening.

Qualitative Research Assistant

- Organise the logistical arrangements necessary to carry out the field work, including transport and accommodation for the note-taker and/ or translator, as necessary. Proposals should outline where Oxfam should support on this, and the budget provided must include these costs.
- Arrange the translation of the FGD questions checklist, into the local language (where appropriate). However, the assistant selected should be fluent in both English and Tajik.
- Facilitate the FGDs in the field, ensuring that the selected respondents are interviewed; that interviews are carried out to a high standard; and that targets for numbers of respondents to be interviewed are met.
- Contribute qualitative analysis to the baseline report writing, including any problems which were encountered and how they were resolved, and any feedback which may be useful for future surveys.
- Work with Oxfam staff to design and conduct a half-day reflection session at an agreed point after data collection to collect feedback from enumerators, Oxfam and partner staff. The session will be an opportunity to validate initial findings and discussions/outcomes from this session should be recorded and fed into the analysis process.

4. TIMEFRAME AND TIME COMMITMENT

The assignment is expected to take approximately 35-40 days for the Lead Consultant and 25-30 days for the Qualitative Research Assistant. However, contracts are based on payment of deliverables. Not number of days.

- Between 18th March and 5th April 2019, the consultants will have remote contact with the PMU and Oxfam country team and start the process of identifying the survey enumerators, note-taker and/or translator and comparison group, and design the training workshop for enumerators.
- The Oxfam MEL Coordinator and Advisors will work with the consultants to conduct the training workshop for enumerators and oversee the fieldwork preparation and training between 10th and 12th April 2019.
- The Survey and FGDs data collection in communities will be conducted between 15th and 26th April 2019.
- The reflection session will be conducted on 26th April 2019.
- The 1st draft baseline report will be due on 15th May 2019 and the final report due on 22nd May 2019.

Activity	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr	6-May	13-May	20-May
ToR, Recruit consultants, logistics														
Preparation with consultant, hiring enumerators														
Field work preparation														
Enumerator training														
Mixed methods data collection														
Data checks/entry														
Data analysis														
Draft report														
Final report														

5. EXPECTED DELIVERABLES

Lead Consultant

- Enumerators training agenda and training material (including practices, and sessions specifically dedicated to field testing) (27th March 2019).
- Work with Oxfam's MEL Coordinator and Advisers on the sampling criteria, producing a sample frame and sample list of intervention and comparison households to be surveyed, including lists of replacement communities/households (29th March 2019).
- Detailed schedule of data collection activities and locations including description of selection criteria of communities and respondents (27th March 2019).

- Data files of all survey respondents (15th May 2019).
- Brief Baseline Report (10-15 pages) against indicators, including any problems which were encountered and how they were resolved, and any feedback which may be useful for future surveys (1st draft on 15th May 2019 and final report on 22nd May 2019).

Qualitative Research Assistant

- Detailed schedule of data collection activities and locations including description of selection criteria of communities and respondents (27th March 2019).
- Set of detailed and legible notes (scanned or typed) from all focus groups, with breakdown of respondent details (15th May 2019).
- Qualitative analysis and contribution to the baseline report writing, including any problems which were encountered and how they were resolved, and any feedback which may be useful for future surveys.

6. KEY QUALIFICATIONS, SKILLS AND CAPABILITIES

Lead Consultant

- University graduate.
- Fluency in English and relevant local language.
- Demonstrable experience of producing high-quality, credible baseline studies/evaluations (samples required).
- Strong information technology/computer skills.
- High level of attention to detail in carrying out surveys.
- Energy and a positive attitude to work, even when working in arduous conditions.
- Experience of working in rural areas of Vietnam, with a strong understanding of rural livelihoods.
- Previous experience of administering household surveys and organizing survey logistics.
- Previous experience of using mobile devices/tablets for data collection (desirable), specifically with Survey CTO.
- Experience of statistical software Stata, R, SPSS; and Propensity Score Matching
- Has a source of at least 10 mobile phones/tablets available for electronic data collection (desirable).

Qualitative Research Assistant

- Female candidates encouraged to apply.
- University graduate with some work experience in rural development research
- Fluency in English and relevant local language.
- Experience of facilitating or notetaking for focus group discussions.
- Energy and a positive attitude to work, even when working in arduous conditions.
- Experience of working in rural areas of Vietnam, with a strong understanding of rural livelihoods.

7. BUDGET

The budget for the overall consultancy is approximately USD 13,500 **including taxes**.

The proposed budget should include:

1. The two consultants' fee and taxes, subsistence for work days, travel and transport and costs for data collection and field logistics. (separate costs for each consultant)
2. Subsistence for enumerator salaries, enumerator training workshop including venue, costs for data collection and field logistics. This will include the costs of a team of female enumerators to conduct questionnaires of 515 households, of approximately 1-1.5 hour duration each. (Oxfam estimates that a team of approximately 10 enumerators would be required for 10 days in total.)
3. Subsistence for note-taker and/or translator salaries for 8 FGDs, of approximately 1.5 hour duration each; costs for data collection and field logistics.

8. PAYMENT

Oxfam will pay 50% upon signing of the contract to cover field data teams and data collection, and the final payment will be subject to completion of all deliverables and verification of the data quality by Oxfam in Vietnam and the PMU.

9. PROPOSAL AND APPLICATION

Expected contents of the proposal include:

- a. Fieldwork management plan: logistics, timeframe, no. of enumerators, translators, data quality check;
- b. System used for digitalizing data collection and no. of devices provided;
- c. Schedule of deliverables;
- d. Detailed Budget;
- e. Sample work attached.

Proposals should be submitted to Neelam Ojha at <NOjha@oxfam.org.uk> **by 9 am Vietnam time on Monday 18th February 2019**. Interviews will be conducted by Friday 1st March 2019.