

TERMS OF REFERENCE

Annual Progress Survey for the Land Allocation for Social and Economic Development Phase II (LASEDII) Project

A. Background:

The Land Allocation for Social and Economic Development (LASED II) project is implemented by three-line ministries at national level and 5 target provinces. The General Department of Housing (GDH) of the Ministry of Land Management, Urban Planning and Construction (MLMUPC), is responsible for overall coordination and management of the project including liaison regarding processing and issuance of land titles and Monitoring and Evaluation. The national committee for subnational democratic development secretariat (NCDDs) is responsible for overall procurement and financial management reporting, while General Directorate of Agriculture (GDA) of Ministry of Agriculture Forestry and Fisheries (MAFF) is responsible for planning, coordination and implementing of agriculture as detailed as below. LASEDII is designed to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute private state land to the landless and land-poor through commune base social land concessions to improve livelihood of poor households and vulnerable groups.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- Financing priority productive and social community infrastructures; and
- Scaling up agricultural and livelihood support activities.

B. Implementation of LASED II respects the following principles:

- Promote good governance and rule of law;
- Support and strengthen the land reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Prevent environmental degradation;
- Promote transparency and accountability; and
- Ensure sustainable growth.

The Executing Agency for LASED II is the General Department of Housing, based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC). Under project design documents GDH responsible for the overall coordination, infrastructure development, land policy application, capacity building and management and monitoring and evaluation of project.

NCDDs is responsible for the overall coordination and management of the project at subnational level, with responsibility for the procurement and distinguished financial management aspects. NCDDs delegates most operational responsibilities to Provincial Administration in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDs's divisions. These responsibilities include:

- Overall project financial management at subnational level;
- Overall procurement;
- Contract administration;
- Monitoring and evaluation;
- Preparation of Annual Work-Plans and Budgets; and

- Preparation of Annual Reports.

The General Directorate of Agriculture (GDA) is supporting agriculture-based livelihood systems (LASED II Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. The GDA is also responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third-party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they are responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. LASED II will be implemented over a period of 5 years (2016-2021) in 5 target provinces such as Kratie, Kampong Thom, Tbong Khmum, Kampong Chhnang and Kampong Speu.

Under the Project Agreement with World Bank, the Project Management Team is expected to submit an Annual Progress Report to the Bank, documenting the achievements of the results that have been agreed in the LASED II Results Framework. The General Directorate of Housing of the Ministry of Land Management, Urban Planning and Construction (MLMUPC), as the main project executing agency, is now seeking the services of qualified consultants (or a firm) to lead the survey work and assist in the preparation of the Annual Progress Report.

I. Objective

The objective of the consultancy is to prepare and guide the necessary survey work, and lead the preparation of the LASED II Annual Progress Report.

The specific tasks of the consultant will be required to perform are as follows:

- Based on the information and reporting requirements for the Annual Progress Report, develop a household survey questionnaire and pilot test the survey instrument;
- Develop the survey sample design and sampling method;
- Design other information and data collection methods as applicable for other reporting requirements (other household information/data);
- Train project staff to work as enumerators in the field survey;
- Supervise the collection of the data and information from stakeholders and project beneficiaries;
- Supervise data entry and tabulations of data and information;
- Prepare Progress Reports in close consultation with LASED II management.

II. Responsibilities of consultant

The consultant will work under the overall guidance of GDH/EA. GDH will facilitate the cooperation of the other IAs during the design of the survey, the data collection for the quick surveys and the analysis of the datasets. GDH will ensure that sufficient qualified project staff will be available for the field survey. Training and quality assurance will be the responsibility of the consultants. The expected tasks for the consultants will be performed in accordance with a mutually agreed schedule.

Survey Questionnaire

The consultant will be provided with English language copies of a list of typical checklist and questions that have been used in earlier surveys. The questionnaire should be developed based on this list, as

well as previous socio-economic survey questionnaires, and on a range of themes that are relevant for the documentation of progress of the Project, including its agricultural development interventions. The survey questionnaire should reflect to the project result frameworks and indicators which cover at least the following themes:

- ✓ **General information about the household** - including basic information on the household composition, age of the members, educational status, proximity to roads and markets and travel time, etc. It should also include information on whether any of the household members belong to farmer groups or cooperatives and the duration of their membership.
- ✓ **Situation of Livelihoods before getting lands and at present time**
- ✓ **Household assets** - covering such factors as types of house, size and status of tenure of landholdings, ownership of household assets as well as farm equipment, and other productive assets.
- ✓ **Irrigation facilities** - including the areas of land that are supplied with irrigation water, the regularity of the water supplies, charges that are paid for the water, membership in water user groups.
- ✓ **Agricultural production** – status of agriculture land farming, current cropping patterns, yields over the last year, volumes of production and quantities that were sold or retained for household consumption. Crop data should differentiate between irrigated and rain fed production. Information on improved technologies that have been adopted and pest management practices will also be collected including types and quantities of inputs used (seed, fertiliser and pesticide). Agricultural production data should also include livestock and aquaculture where appropriate.
- ✓ **Agricultural Marketing** - information on current marketing practices identifying the main market for each of the agricultural products and the farm gate prices obtained.
- ✓ **Off-farm activities** - covering income generation activities of all household members such as food processing, weaving, production of farm inputs, household based industries and sale of labour.
- ✓ **Extension services** - including an assessment of the type, quantity and quality of the services delivered from both public and private service providers relating to supporting technological change for increased productivity.
- ✓ **Gender issues** - detailed information on gender will be required to be integrated into all aspects of the survey, i.e. data and information should be collected in a way that allows gender-disaggregated reporting.
- ✓ **Credit:** the information of project beneficiaries falls in debt included the sources of lending, interest rate, purpose of lending and instalment status.
- ✓ **Household Food Insecurity Access Scale (HFAS):** to assess the beneficiaries' food and nutrition security
- ✓ **Awareness of Social Land Concession Procedure and Knowledge of Contract Condition**

Data Collection, Analysis, and Reporting

The consultant will be fully responsible for all data collection during the conduct of the household surveys. The data collection will have supported by LASE II staffs.

The consultant will be responsible for the quality of data entry, evaluation and tabulation of results, and the preparation of the final report for submission to the GDH.

Equipment and Logistics

The specific responsibilities of the consultant will include:

- Use own computer and software for all data and information processing and report writing;
- Make own transport and logistical arrangements for field/survey work;
- Ensure secure storage of all household questionnaires and digitized data until handed over to GDH.

III. Responsibilities of Project (GDH)

GDH will ensure that sufficient staff will be available for field survey activities, including the advance training to be done by consultants. Staff training costs and logistical arrangements for government staff (enumerators) will be the responsibility of GDH.

IV. Required Qualifications

The eligible consultant must have the following qualifications:

- Background in social sciences, rural development or related field, with at least 10 years of experience;
- Demonstrated track record in the organisation of household surveys in remote rural areas in Cambodia;
- Capacity and experience for planning and organizing household survey and in data management and report writing;
- Very good English writing skills.

V. Deliverables

The consultants will be responsible for delivery of:

- Survey design (questionnaires, sampling frame, other data/information collection method);
- Compiled data, entered in Excel or agreed software, plus basic tabulations of results;
- Draft report and final report in English, based on agreed outline.

VI. Timing and Duration

The consultancy is expected to take place over a period of approximately 6 weeks, with a detailed schedule to be agreed between consultants and GDH. The final report should be delivered by end of January 2018.

VII. Additional information

- The consultancy is open to individual consultants (freelance consultant) only to apply.
- The completed dataset will be the property of GDH. The consultant may use the data for specified research purposes after receiving written consent from both agencies;
- GDH may consider offering a contract for all three (3) required annual progress surveys/reports during the project duration (year 1, year 2, year 4) based on experience and performance review of the consultants.