

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

TERMS OF REFERENCE

National Consultant Services for End Project Impact Assessment

Duty station: Ministry of Land Management, Urban Planning and Construction (MLMUPC)
Project Title: Land Allocation for Social and Economic Development Project II (LASED II)
Budget line: Credit No. 58070-KH
Recruitment type: National Consulting Firm
Term Duration: 4-months contract
Required language (s): English and Khmer
Starting date: April 2021

I. Introduction

1. Social Land Concessions (SLCs). Article 2(a) defined SLCs as “a legal mechanism to transfer private state land for social purposes to the poor who lack land for residential and/or family farming purposes.” Two types of SLCs were established by the sub-decree: Articles 5 and 6 established “local” SLCs which are initiated and run by commune councils and are exclusively for residents of the commune, and a National Social Land Concession Program (article 7) was also established that casts a far wider net. The operational framework was the first LASED project which was implemented during 2008-15 to pilot the implementation of the Sub-decree 19 on SLCs. The LASED project obtained funding support from the World Bank and a World Bank-administered Japanese Social Development Fund (JSDF). Technical assistance was provided from the German Agency for International Cooperation (GIZ). The project covered 13 sites. Funding from the World Bank financed activities in eight sites, in seven communes located across three provinces; it provided 10,273 hectares of land to 3,148 households. Funding from the JSDF financed activities in five sites across two additional provinces; it provided 3,847 hectares to 1,293 households, and implementation activities were led by one NGO on each site.

2. LASED II¹, which aims to consolidate and expand activities under the previous LASED, includes the previous 13 SLC sites plus one new SLC site in Kampong Thom². It covers a total of 16,000 hectares and directly benefits some 5,091 households. Its implementation period is 5 years, from August 8, 2016 through December 31, 2021. The project has been jointly implemented by the General Department of Housing (GDH) of the Ministry of Land Management Urban Planning and Construction (MLMUPC) as and Executing Agency (EA), the General Directorate of Agriculture (GDA) of the Ministry of Agriculture, Forestry and Fisheries (MAFF), and the Secretariat of National Committee for Sub-National Democratic Development (NCDD-S) as an Implementing Agencies (IAs).

II. The Project Development Objective (PDO) of LASED II and Key Impact Indicators

3. The PDO of LASED II is to help improve target beneficiaries’ access to agriculture resources and selected infrastructure and social services in project communities. The achievement of the project development objective would be measured through the following indicators: (a) *eligible families that have received support for land tenure security -titles-* (percentage); (b) *public infrastructure and other services provided as elaborated in the Annual Work Plans and Budgets (AWPB)* (percentage); (c) *number of targeted beneficiaries that are satisfied with agricultural services*, (disaggregated by gender); and (d) *number of targeted clients* (disaggregated by gender).

4. LASED II builds on the successful implementation and experience of the previous project and good practices in the sector, and aims to address the priority needs of current and prospective

¹ LASED II effectiveness dated on August 8, 2016, and closing date is on December 31, 2021 (over 5-years period).

² The project covered 14 SLC sites in the five provinces namely Kampong Thom (3 sites), Tbong Khmum (1 site), Kratie (5 sites), Kampong Chhnang (4 sites) and Kampong Speu (1 site).

beneficiaries. It would provide, in particular, improved agricultural technology and infrastructure support to make beneficiaries' lands productive and sustainable. Thus, planned activities focus on: (a) strengthening community groups to better identify and prioritize technology and infrastructure investments; (b) financing priority productive and social community infrastructure; and (c) scaling up agricultural and livelihood support activities. The project's estimated cost is US\$26.86 million supported by a World Bank Credit of US\$ 25.06 million and a contribution from the RGC of US\$1.8 million. It includes two components, plus a Contingency Emergency Response Component: (i) Infrastructure and Livelihood Systems (US\$22.71 million) - made up of three sub-components including (a) Social Land Concession Investment Planning and Prioritization; (b) Land Preparation and Infrastructure Development; and (c) Agriculture and Livelihood Development; and (ii) Project Management (US\$4.15 million).

III. Assignment objectives and Scope of Works

5. The objectives are to conduct impact assessment for LASED II project and expected to deliver satisfactory outputs as following:

- Completion of inception report with detail work plan, research design/methodology, data collection tools and outline of research report submitted for technical review,
- Completion of data collection from 14 SLC sites,
- Conduct data entry, analysis and produce preliminary research findings presented to LASED II project management team,
- Submission of final draft impact assessment report with key findings and generic recommendations,
- Organize technical consultation and validation and
- Completion of final report of the impact assessment.

6. The scope of the impact assessment shall cover all 14 SLC sites (11 target communes) in 7 target districts of target provinces (see table 1). The impact assessment should analyse the progress that LASED II project has made against the five-year work plan (2016-2021) and Result Framework Indicators set.

Table 1: Target areas of LASED II project

Province	District	Commune	SLC Sites
Kratie	Changkrang	Changkrang	1. Changkrang
		Sambok	2. Sambok
		Dar	3. Dar
		Thmei	4. Thmey
	Prek Prasab	Chambak	5. Chambak
Tbong Khmum	Memot	Choam Kravien	6. Choam Kravien
Kampong Thom	Santuk	Tipo	7. Tipo 1
			8. Tipo 2
	Prasat Balaing	Dong	14. Dong
Kampong Chhnang	Samaki Meanchey	Kraing Lavea	9. Sambok Kriel
			10. Ksachsor
		Peam	11. Peam
		Chhean Leung	12. Chhean Leung
Kampong Speu	O Ral	Raksmeay Samaki	13. Prey Thom

7. Moreover, the impact assessment should look at five core criteria as the following:

- Relevance
 - ✓ To what extent is the project focussed on our target beneficiaries – i.e. poor and landless families, women head households, disable people, children who are vulnerable group?

- ✓ To what extent the project responds to the needs of communities and priorities of the target beneficiaries?
- Effectiveness
 - ✓ To what extent are the objectives of the project being attained (or likely to be attained)?
 - ✓ To what extent have land recipients' livelihood and quality of life improved?
 - ✓ To what extent have successfully land recipients permanently live in LASED II sites since the beginning, i.e. became self-reliant? How many children and families have been reached over the whole project period?
- Efficiency
 - ✓ Is the relation between input of resources and results achieved appropriate and justifiable (cost-benefit ratio)?
 - ✓ Have individual resources been used most economically? (e.g. tenders for the purchase of goods, construction of community infrastructure)
 - ✓ Are there any alternatives for reaching the same result with less input?
- Sustainability
 - ✓ To what extent can activities, results and effects be expected to continue after the project investment has ended?
 - ✓ Is there progress towards LASED II phase out from its direct investment and handing over the full responsibility to run the project to local authorities/partners?
 - ✓ Has the capacity of the implementing partners/local authorities been strengthened? If so, in what areas and how?
- Participation
 - ✓ To what extent are stakeholders engaged (indigenous people, women, children, partners, local authorities) involved in the design, planning and implementation of the project?
 - ✓ To what extent is the project designed to develop the necessary local institutional (governmental and/or non-governmental) capacity to respond to the needs of communities?

8. **Specific Tasks.** The specific tasks of the consulting firm will be required to perform are as follows:

- In coordination and collaboration with the international consultant for the recipient end of project completion report,
 - ✓ Develop the survey household questionnaire and pilot test the survey instrument;
 - ✓ Develop the survey sample design and sampling method
- Train project staff who will be deployed by the freelance consultant under its own budget frame for data collection, if applicable;
- Consult data and information with client for endorsement before writing the report;
- Undertake the collection of the data from stakeholders and project beneficiaries to analyse SWOT in the 14 sites of 5 provinces under LASED II.
- Organize technical consultation and validation on final draft impact assessment report with key findings and generic recommendations
- Prepare final report of the impact assessment submit to LASED II Management

9. **Responsibilities of consulting firm.** The primary responsibility of the consultants will be to work with the GDH/EA, and GDH will facilitate the cooperation in of the others IAs during the design of the Impact Assessment, the supervision of data collection, data analysis of the datasets and reporting. GDH will mobilize sufficient qualified project staff to participate and facilitate in field data collection. 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.

10. **Survey Questionnaire.** The tools for measuring the impacts must be in accordance with the monitoring and assessment framework of the project. It has to be consulted with M&E team of LASED II project. The tasks of the consultants will be assigned as follows:

- Developing, finalizing the household survey questionnaire (both English and Khmer) and checklist is necessary;
- Pilot testing of survey questionnaire in one commune per province;
- Finalising and printing of survey questionnaires.

11. The consultants will provide list of typical checklist and questions (in both Khmer and English) to be used in End Project Impact Assessment. The questionnaire should be developed based on the proposed listing, and a range of themes that are relevant for the documentation and lessons learnt of the project the LASED II project impacts, including rural infrastructure and agricultural development interventions etc. The assessment 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 other 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 of water user groups.
- **Agricultural production** - 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 impact assessment.
- **Legal support** - type and appropriateness of services provided by the project directly or indirectly; identify the impact e.g. number of LRs who have received the necessary legal documents, and indicate the documents obtained, number of LRs who have secured their lands/property and assets through proper documentation (e.g. wills, ownership documents).
- **Economic support** - type and appropriateness of economic (including community fund for development) support provided by the project directly or indirectly (e.g. skills training, income

generation activities, debt payment, short term cash support; referral to employment service). The extent to which this support has changed the lives of LRs; improve their livelihoods/jobs or other income generation activities providing “stable” and “sufficient” income.

- **Family Development Planning** - number of LRs have a family development plan/business plan. What constraints they encounter to take such responsibility
- **Community based structures** - type of community based structures and activities the project collaborated, type and number of community structures and activities established with the support of the project. Is the capacity of community structures built in a way that leads to sustainability? Satisfaction level by the beneficiaries/LRs of the quality of services provided.
- **Management / administration systems** - how well the project is structured and staff is supervised. To what extent the project is supported by an appropriate management, monitoring and evaluation system? Is this system geared towards sustainability?
- **Human resources** - Adequate human resources in project? Clear division of roles, responsibilities and relationship between staff members, project teams and counterparts.
- **Documentation and lessons learnt** – to feasible replicated to other areas

12. **Data Collection.** The consultants will be fully responsible for all data collection (both quantitative and qualitative data) during the conduct of the End Project Impact Assessment including household surveys with functional supported by LASE II project team. The consultants will ensure the quality of data entry, analysis, evaluation and tabulation of results including charts and the preparation of the final report for submission to the LASED II Project Director/GDH. The specific tasks of the consultants will be assigned as following:

- Mobilisation of the field enumerators and field supervisors to the selected target and non-target communes for the data collection;
- Organisation of orientation meetings with land recipients head of households and Village Leaders to introduce the field workers and to explain the purpose of the household data collection;
- Completion of land recipient’s household interviews in a timely manner with provision of small compensation to each interviewed household;
- Delivery of the data forms prior to data entry or conduct online data entry or online survey using appropriate.

13. The total sample size for the household survey are not restriction, but data must be firmed to be acceptable for writing the impact assessment report. The household data collection will be managed by the field teams (Field Enumerators and Field Supervisors) with support from the Provincial Coordinators based upon an agreed specified schedule. As far as possible this will take into account the seasonal cropping calendars within the Project provinces.

14. **Data Analysis and Reporting.** The consultants will be responsible for the analysis of the impact assessment data and the preparation of full report for submission to the GDH. The specific tasks will be as follows:

- Development of structure for the final report of the impact assessment in collaboration with EA and IAs;
- Data analysis using SPSS or similar app/software;
- Presentation of the main conclusions in draft final report following agreed outline/format;
- Incorporate changes/supplementary analyses following comments and inputs on draft final report including key findings and generic recommendations.

15. The consultants will be responsible for preparing the outline/format of the final report, based on the objectives of the progress impact assessment, which will be subject to the agreement by GDH and then

used for the final report writing. With agreement of project management, draft findings and reports will be shared with the international consultant for the project completion report.

16. **Equipment and Logistics.** The specific responsibilities of the consulting firm will include:
- Use own computers 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 LASD II project/GDH.

17. **Responsibilities of the Client’s Project Teams.** The following are the responsibility of the project teams:

- **Equipment and Logistics.** GDH will mobilize its staff to participate in orientation training to be facilitated by the consultants and joint field data collection activities. Training costs and other logistical arrangements for government staff (enumerators) will be the responsibility of LASED II project/GDH. GDH will make all relevant project documents available to the consultants for their review at the start of the assignment.
- **MAFF.** MAFF and involved PDAFF will mobilize and participate with relevant staff in the field survey activities, as agreed with the consultants and at their project cost. All documentation of project activities on agriculture and community development will be made available to the consultants for review at the start if the assignment. MAFF provide timely feedback on findings and supply clarifications as needed.
- **NCDD-S.** NCCDS will provide all relevant information on community and village registration, community activities and information related to the relevant commune databases to the consultants for their review at the start of the assignment. When requested NCDDS staff will accompany field activities of the consultants as required and at project costs.

18. **Firm’s Minimum Qualifications Requirements,** the selected consulting firm must have the following qualifications:

- 10 years of experiences in social sciences, rural development and related field and experience in designing and conducting research or surveys.
- Solid knowledge on sub-national and local administration system.
- Demonstrated track record in the organisation of large-scale household surveys and research in remote rural areas in Cambodia.
- Capacity and experience in conducting impact assessment including planning, designing, and organizing surveys, data analysis and management and report writing.

19. **Deliverables.** The implementation schedule for the impact assessment is described as following:

No.	Milestone	2021															
		Apr			May			Jun			July						
1	Completion of inception report with detail work plan, research design/methodology, data collection tools and outline of research report submitted for technical review	█	█														
2	Completion of data collection from 14 SLC sites, in 5 provinces			█	█	█	█										
3	Conduct data entry, analysis and produce preliminary research findings presented to LASED II project management team							█	█	█							

2	<p>1 key expert specialized in Social Development Impact</p> <p>3 Months</p>	<ul style="list-style-type: none"> • PhD / Master degree in social science - Rural and Regional Development Planning, Politic and Public Policy, Anthropology, other related discipline • At least five years of relevant experience in the management of large scale quantitative rural surveys, experience in household and agricultural data collection and analysis and demonstrated ability to coordinate teams and ensure timely reporting. • Experience in livelihood and agriculture, land distribution, and community infrastructure and experience in at least two of the following social science software programs: CS-Pro, SPSS. • Previous experience of working in Cambodia in rural areas. • Excellent report writing skills in English and with basic knowledge of Khmer.
3	<p>1 key expert specialized in Land Use Management / Geographic / GIS</p> <p>3 Months</p>	<ul style="list-style-type: none"> • Master / Bachelor degree in Geographical / Land management or other related discipline social science • At least five years of relevant experience in the management of large scale quantitative rural surveys, experience in household and agricultural data collection and analysis and demonstrated ability to coordinate teams and ensure timely reporting. • Experience in livelihood and agriculture, land distribution, and community infrastructure and experience in at least two of the following social science software programs: GIS, CS-Pro, SPSS. • Experience use/design data collection digital format – offline tablets – with KOBO collect, ODK, and other digital format • Previous experience of working in Cambodia in rural areas. • Excellent report writing skills in English and with basic knowledge of Khmer.
4	<p>2 Data Analysts</p> <p>2 Months per each</p>	<ul style="list-style-type: none"> • Master / Bachelor degree in social science or other related discipline • At least two of the following social science software programs: CS-Pro, SPSS. • At least five years of relevant experience in the management of large scale quantitative rural surveys, experience in household ability to coordinate teams and ensure timely reporting. • Experience design data collection digital format – offline tablets – with KOBO collect, ODK, and other digital format • Excellent report writing skills in English and with basic knowledge of Khmer.

5	<p>Field Researchers</p> <p>Number of field researchers will be proposed by consulting firm, as required to completed the data collection scope of work and timeline</p> <p>2 Months per each</p>	<ul style="list-style-type: none"> • Bachelor degree in social science or other related discipline • At least three years' field data collection both skills quantitative and qualitative, structured questionnaire interview, Key Information Interview, Focus Group Discussion, and In-depth Interview, summary note, and transcribe • Strong in both skills interviewing skill • Experience use data collection digital – offline tablets – with KOBO collect, ODK, and other digital format • Understand data quality control and data quality insurance • Good communication skills and team work • Able to write, read, and translate English / Khmer
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23. **Additional information**

- The consultancy is opened for national consulting firm to apply and it is expected that at least a team of 3 consultants will be necessary for timely delivering of quality outputs/products.
- The completed dataset will be handover property to the LASED II Project. The national consulting firms may use the data for any specific research purposes after receiving written consent from both agencies;
- Copies of the LASED II Project Appraisal Document, containing all relevant project information including the Results Framework, are available in electronic format from GDH/MLMUPC or can be downloaded at <http://projects.worldbank.org/P150631?lang=en>;

24. **How and where to apply.** Interested national firms are required to submit the Letter of Expressions of Interests both in Hard and Soft Copy to the address below:

- The National Committee for Sub-National Democratic and Development Secretariat (NCDDS) - Land Allocation for Social and Economic Development Project II (LASED II). Building T, Room 6G of Ministry of Interior: 275 Norodom Blvd., Sangkat Tonlé Bassac, Khan Chamcarmon, Phnom Penh, Cambodia. Email: lased.info@ncdd.gov.kh
- Detailed Terms of Reference (ToR) is available at: www.ncdd.gov.kh