



**TERMS OF REFERENCE (TOR)**  
**CONSULTANCY SERVICE CALL FOR BASELINE SURVEY AND CONTEXT ANALYSIS**  
**of the project “Biomass Gasification Technology – Sustainable Energy Solution for Agri-Food Processing and Waste Management in Rural Areas of Vietnam” (short title: BEST)**

## 1. BACKGROUND

Oxfam is a confederation of 20 organizations working together in more than 90 countries. We are part of a global movement for change, empowering people to create a future that is secure, just, and free from poverty. Oxfam in Vietnam is working to seek transformative changes in policies, practices and beliefs in ways that will fundamentally improve the lives of poor and marginalized women and men and ensure that all citizens have the same opportunity to enjoy their rights.

In Vietnam, agri-food processing as practised by micro and small enterprises (MSEs) are not sustainable due to their inefficient burning of coal and wood for drying agricultural products, which is both costly for fuel and polluting for the production sites and the surrounding environment. There is an urgent need for agri-MSEs to change to a cleaner and cheaper source of energy. Meanwhile, the huge agricultural residue resource in Vietnam is being dumped and burned as wastes, causing environmental pollution. According to the statistics of the Ministry of Industry and Trade in 2017, agricultural production in Vietnam annually generates 79 million tonnes of agricultural residues, mainly including rice husk and straw, corn plants, corn cobs, cassava plants, coconut and sugarcane fibres. Residues of wood processing factories are around 5.3 million tonnes. Although several biomass energy equipment models have been introduced to the Vietnam market, none of them have been widely adopted by businesses. Though the government has policies to encourage investments in biomass energy, they have not achieved strong buy-in from investors.

In this context, Oxfam in Vietnam in partnership with the Center for Creativity and Sustainability Study and Consultancy (CCS) will implement the 4-year project titled “**Biomass Gasification Technology – Sustainable Energy Solution for Agri-Food Processing and Waste Management in Rural Areas of Vietnam**” (short title: BEST), funded by the European Union for the period 2020 - 2025. The project will be implemented in 04 provinces: Thai Nguyen, Tuyen Quang, Yen Bai and Lao Cai.

The Overall Objective of the project is **to promote sustainable agri-food processing and contribute to enhancing waste management in Vietnam by facilitating the adoption of volumetric continuous biomass gasification (VCBG) technology as renewable energy among agri-MSEs**. The project aims to achieve the following impacts:

- 50% agri-food processing MSEs in Thai Nguyen, Tuyen Quang, Yen Bai and Lao Cai provinces report improved business viability due to their deployment of VCBG.
- 1.4 million tonnes of biomass are used as fuel for VCBG in the four provinces.
- Greenhouse gas (GHG) emissions in the four provinces are reduced by 2 million tonnes of CO<sub>2</sub> equivalent due to deployment of VCBG among local MSEs.

**Target groups and final beneficiaries:** The **target groups** of this project consist of 2,500 agri-MSEs (mainly process tea, fruit, cassava and maize), 100 mechanical enterprises and 400 biomass supply businesses

(focusing on , shredding wood bark, stems, branches and leaves, corn cobs, and baling rice straw) in the four provinces of Thai Nguyen, Tuyen Quang, Lao Cai and Yen Bai.

In preparation for project BEST implementation, we are looking for a **group of consultants (or 02 separate groups/firms) to work with Oxfam and CCS to conduct works in 02 Lots: A baseline survey for monitoring and evaluation (Lot 1), and A context analysis on energy consumption by agri-MSEs, local biomass availability and local mechanical capacity (Lot 2)** in the four target provinces. The specific scope of work, deliverables and requirements for each group are specified later in this TOR.

## 2. OBJECTIVES OF BASELINE SURVEY AND CONTEXT ANALYSIS

The **Objective of the baseline survey (Lot 1)** is to establish the baseline and framework for monitoring and evaluation of the project results. Specific Objectives are as follows:

- Specific Objective 1: To collect the project's baseline information against key indicators of the overall objective, outcomes and outputs.
- Specific Objective 2: To provide recommendations for the improvement of the project MEL system.

To attain the above objectives, the consultants are expected to respond to the following **Key Study Questions**:

1) *What are the baseline values of the project's overall objective, specific objectives and outputs, including both the quantity and the description of nature of the outcome/results?*

The project's logical framework containing overall objective, specific objectives and outputs with corresponding indicators will be provided to the selected consultant. The baseline values measured will serve for before-and-after comparison with the mid-term and final evaluations

2) *What are the improvements of the project MEL system recommended?*

Oxfam and CCS will supply the consultants with the project MEL system which includes project logframe, MEL framework, tracking table and relevant templates to collect information. The consultant is to review the existing MEL system with the baseline values collected and consult with the consultant group working under Lot 2 to come up with recommendations to improve the MEL system to suit with changes in the project's interventions (if any).

The **Objective of the context analysis (Lot 2)** is to inform the project implementation in terms of strategies, interventions and activities. Specific Objectives are:

- Specific Objective 3: To conduct a gender-disaggregated survey and analysis on energy consumption by MSEs in agri-processing, biomass availability and utilization, and mechanical capacity in the four target provinces
- Specific Objective 4: To identify potential sites to set up demonstrations to showcase VCBG technology to all stakeholders in the four provinces

To attain the above objectives, the consultants are expected to respond to the following **Key Study Questions**:

3) *What are the current statuses of below items of information and how will they affect the project's interventions, if any?*

- *The current volume of potential biomass in 04 project provinces (Thai Nguyen, Yen Bai, Lao Cai and Tuyen Quang) with specific types of biomass and integrated seasoning information*
- *The demand for alternative energy sources of agri-food processing MSEs which are categorized in terms of processing capacity and types of energy source being currently used for processing*
- *The geographical gender disaggregated distribution of target groups (MSEs, mechanical enterprises and biomass suppliers) which are also categorized in terms of processing capacity and current type of energy sources for processing in the 04 provinces*

- *The capacity (knowledge, attitude and practice) towards VCBG technology of MSEs, mechanical enterprises and biomass suppliers, and initiatives relevant to biomass energy promotion in the local context, if any. It should include strength, shortages, risks, barriers/ perceived causes, motivations, particularly what preventing women from truly participating, gaining recognition and eventually taking the lead in these domains.*
- *The need for technical support and capacity building on VCBG technology of MSEs, mechanical enterprises and biomass suppliers with specific attention to improving women participation, empowerment and leadership in technology.*
- *The feasibility of building and operating a smartphone app to coordinate MSEs, mechanical enterprises and biomass suppliers with gender disaggregated end users*
- *The current and future institutional environment (both at national and provincial levels) to promote sustainable agri-food processing, renewable energy and enhance waste management in Vietnam as well as promoting women initiatives/leadership in energy transition*
- *The current level of greenhouse gas (GHG) emissions in the four provinces (# tonnes of CO2 equivalent) and potential of GHG emission reduction by deployment of VCBG among local MSEs*

To arrive at the outlined values, the consultants are to collect an array of information to be agreed beforehand by Oxfam and CCS. The information collected will be gender disaggregated. From the information collected, the consultants shall conduct analysis and advise the Project Team on any potential modifications to the project's intervention. Oxfam and CCS will work closely with the consultants to provide support, due to the highly technical nature of the information.

#### 4) *What are the specific locations suitable to set up 20 demonstration sites?*

A total 20 demonstration sites will be set up to showcase the project to all key stakeholders (MSEs, mechanical service providers, government agencies, and social investors), to calculate cost-benefit of VCBG technology and for several Training of Trainers. The consultants are to work closely with relevant provincial departments/ agencies (e.g. DoIT) to survey 50 potential demonstration sites and recommend to Oxfam and CCS 20 best locations for setting up 20 demonstration sites. The criteria for choosing these demonstration sites are to be agreed by Oxfam and CCS in advance.

### 3. SCOPE OF WORK

#### Way of working:

If candidates do not apply to implement the tasks in both Lot 1 and Lot 2, they must specify which individual Lot they are applying to. In this case, selected separate consultant groups taking up work for two Lots will work with each other to ensure the baseline survey and context analysis achieve their objectives. The consultant group chosen for Lot 1 will be the overall lead for the work specified in this TOR. They will collaborate with the group chosen for Lot 2 to devise workplan, synergise methodology & data collection, carry out field survey and produce deliverables as listed. Oxfam and CCS will provide support and facilitation to ensure smooth collaboration between the two groups to make sure there is no duplication and/or overlapping of work done.

The consultants will report to Oxfam and CCS, and are expected to carry out the following work:

Work	Lot 1	Lot 2
Attend an orientation briefing with Oxfam and CCS	X	X
Coordinate in developing methodology, field work, report writing to ensure harmony and avoid overlap	X	
Conduct a desk review of existing and relevant data at the national and provincial levels. This desk review will identify data gaps and inform the scope of the field work	X	X

Review project documents and interventions and existing draft MEL documents	X	X
Develop an inception report	X	X
Conduct the field survey with support from Oxfam and CCS, provincial Departments of Industry and Trade (DoIT) and other local governmental agencies. Note: Oxfam and CCS will cover fees related to field survey (travel, accommodation, ...)	X	X
Attend 04 workshops with the participation of all relevant stakeholders, including local mechanical enterprises, government departments and local experts to verify the information collected	X	X
Present the preliminary findings to Oxfam and CCS	X	X
Propose updates of the project logframe with baseline values of indicators	X	
Review and provide suggestions to improve the project's current MEL system	X	
Draft the context analysis for comments from Oxfam and CCS		X
Develop a digital comprehensive map outlining the distribution of agri-processing MSEs, mechanical services, biomass suppliers and biomass sources for the project provinces		X
Make recommendations to the project implementation, including planning, activities, designs and strategies		X
Identify the locations suitable to set up 20 demonstration sites		X
Draft the baseline report in Vietnamese detailing the works in both Lot 1 and Lot 2	X	
Conduct consultation with Oxfam BEST project manager, Oxfam MEL specialist, and the project team (Oxfam and partners) to share, update and get inputs for final versions of the baseline report (Lot 1) and energy consumption survey report (Lot 2). The consultants will translate the finalised reports into English (translation of the annexes will be discussed with Oxfam beforehand)	X	X

#### 4. METHODOLOGY

**Desk review:** Review current national and provincial policies, available reports, documents related to industrial and agricultural processing and production (zoning), energy transition and green development, NDC, climate change and NAP, waste management, women and ethnicity empowerment, private sector development in Vietnam and in Thai Nguyen, Lao Cai, Tuyen Quang and Yen Bai to identify the missing gaps for designing the specific field research.

**Field research:** Collect quantitative & qualitative baseline data for study questions. The baseline survey and context analysis should collect data from a representative sample. The consultant(s) will propose the sample size (based on the following expected target groups in 04 project provinces), methodology and survey tools that are best suited to the objectives and local context. These will be fully developed and finalised in consultation with Oxfam and CCS. The baseline survey and context analysis process should be participatory, incorporating perspectives of different stakeholders, including but not limited to, MSEs, mechanical enterprises, biomass suppliers, financial institutions, and government agencies.

**Data analysis:** The consultant may choose to employ descriptive and/or inferential analysis for quantitative data. For qualitative data, methods such as content analysis, narrative analysis and discourse analysis can be utilised as appropriate. The consultant will work with Oxfam and CCS to finalise the methodology to be used.

## 5. DELIVERABLES

Expected deliverables for each Lot are as follows:

Deliverable	Lot 1	Lot 2
<p>Inception report, specifying conceptual framework of the evaluation, methodology, work plan to address the study questions (with detailed timeline, analysis plan, and quality control plan), logistics and support required, team roles and responsibilities.</p> <p>The methodology component should include at minimum evaluation questions, indicators, methods and templates of data collection and analysis, sample size, and information matrix.</p> <p>Data in the information matrix should be disaggregated by target groups, agri-processing products, energy generation materials, geographic, sex, ethnicity and development issues (gender, disability, poverty, etc) – where relevant.</p>	X	X
Set of raw data (database, qualitative and quantitative transcripts, all completed questionnaires, code book/Data sets including detail analytical data tables, participants list)	X	X
A presentation on key preliminary findings in Vietnamese	X	X
A digital comprehensive map detailing geographical distribution, size and capacity of target groups (MSEs, mechanical enterprises and biomass suppliers)		X
<p>A baseline survey report, whose outline will be agreed to beforehand by Oxfam and CCS, and may include:</p> <ul style="list-style-type: none"> <li>✓ An executive summary</li> <li>✓ Introduction and background</li> <li>✓ Objective, scope and methodology</li> <li>✓ Responses to all Key Study Questions, including but not limited to: <ul style="list-style-type: none"> <li>• Baseline value of project indicators against project logframe</li> <li>• Key recommendations to the project MEL system</li> <li>• Statuses of items listed under Key Study Question 3</li> <li>• Recommendations to changes in project implementation (if any)</li> <li>• List of locations for 20 demonstrations sites</li> </ul> </li> <li>✓ Annexes</li> <li>✓ Photos taken in the field (if any)</li> </ul> <p>All written components of the report, <u>except</u> the annexes, need to be translated into English.</p>	X	
<p>A completed set of the improved MEL system <u>in English and Vietnamese</u>, including:</p> <ul style="list-style-type: none"> <li>✓ One <i>MEL manual guide</i> that includes specific instructions of what to monitor (defined objective indicators), how to collect data (a set of tools and procedures), data entering, processing and analysis. The outline of this <i>MEL annual guide</i> may include following key components: (i) Overall description of the system; (ii) M&amp;E matrix to address questions of what to measure, when, how and by whom; (iii) M&amp;E system management functions and responsibilities; (iv) Indicator Performance Tracking Table that provides details of the baseline values (where available), and performance targets that have been set for the project lifetime as well for each year of the project.</li> <li>✓ Excel-based <i>Database</i> with key functions to record, analyse data, and generate project related reports.</li> </ul>	X	

## 6. TIMEFRAME

The baseline survey is expected to be completed within **04** months since the signing date of the consultancy contract, which is scheduled to be in November 2020. The consultants will be expected to provide a detailed study schedule against the following milestones:

- Inception report: by 17 December 2020.
- Field survey: between 26 December and 26 January 2021
- Presentation of preliminary findings: by 31 January 2021
- Draft baseline survey report: by 11 February 2021
- Final report in consultation with Best project manager, MEL specialist, and BEST project team (Oxfam and CCS): by 28 February 2021

## 7. REQUIREMENTS FOR CONSULTANTS

**Consultants applying under Lot 1** should have the following qualification:

- The team leader must have proven experience (at least 10 years) in MEL work for NGO's development projects, preferably including issues of market-based solution, agri-food processing, environmental impact, capacity building, policy advocacy and influencing.
- Academic qualifications in one of the following disciplines: social sciences, economics, environment, renewable energy, waste management.
- A thorough understanding of result-based MEL systems and tools.
- Skills and experiences in conducting baseline survey, assessments, familiar with agricultural production and food processing in Vietnam, especially in the project provinces.
- Strong skill set in both quantitative and qualitative participatory methods.
- Commitment to equal opportunity and gender equality with demonstrated experience in integrating gender and diversity issues into program MEL system.
- Be committed to and able to meet deadlines.
- Strong analytical skills.
- Excellent English and Vietnamese writing skills.
- Good presentation skills.

**Consultants applying under Lot 2** should have the following qualities:

- A thorough understanding of VCBG technology
- Demonstrated experience in tea, fruits and other agri-product processing, preferably in the project provinces (Thai Nguyen, Yen Bai, Tuyen Quang, Lao Cai)
- Have proven experience in the area of renewable energy and waste management in Vietnam, including national and local policy and practice, market-based solutions, agri-food processing, environmental impact, capacity building.
- Strong skill set in both quantitative and qualitative participatory research methods.
- Demonstrated experience in integrating gender and diversity issues into program MEL system.
- Be committed to and able to meet deadlines.
- Strong analytical skills.

## 8. APPLICATION SUBMISSION

The applicant package must include:

- The consultants/company's profile/CVs and related experience.
- 01 technical proposal for the appropriate Lot, detailing how the consultants plan to investigate the listed study questions and achieve the listed objectives within the listed timeframe, including survey methodology, data collection tools, sample size, tentative workplan, team structure & role division. **Applicants applying under Lot 2**, in addition to the above, will need to propose the types of information that need to be collected for Key Study Question 3 as well as criteria for choosing demonstration sites for Key Study Question 4.
- 01 financial proposal that specifies number of working days required with consultancy rate and proposed budget for logistics
- 01 sample of a baseline survey report for development projects (Lot 1), 01 sample of a survey on energy consumption conducted by the consultant(s) (Lot 2).
- 03 contacts for references.

**How to Apply:** Proposals should be submitted in English or Vietnamese by email with subject mentioning **"Consultant for BEST Baseline survey & Context analysis"** to [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org). The applicant must specify which Lot(s) they are applying to in both the submission email and the application package. The closing date for application is **17:00 Wednesday, 25 November 2020**. We regret that only short-listed applicants will be contacted for interview.