

Terms of Reference
Term of Reference
TA Firm for Baseline, Mid-Term and Final Assessment
(Package MAF/CQS 03)

Contracting Authority: MAF- Department of Planning and Finance (DoPF)
Location: Based in MAF with travel to the four project provinces:
Xayabouly, Vientiane Province, Vientiane Capital, Bolikhamxay
Province and Khammouane Province

Duration: 12 months (renewable subject to satisfactory performance).

1. Background:

The Government of the Lao People’s Democratic Republic (GoL) received a US\$ 25 million credit from World Bank to implement the Agriculture Competiveness Project (ACP). The project development objective is to enhance the competitiveness of selected agricultural value chains in the project areas. The project will be implemented over 6 years from 2018 to 2024 in five project provinces, including Khammouane, Bolikhamxay, Xayabouly, Vientiane Province, and Vientiane Capital. The project implementation is led by the Department of Planning and Finance (DPF) of the Ministry of Agriculture and Forestry (MAF), and its implementing agencies include technical departments of MAF, technical department of the Ministry of Industry and Commerce (MOIC), Provincial Agriculture and Forestry Offices (PAFO), Provincial Industry and Commerce Office (PICO) in the five project provinces.

The indicators of project development objective (PDO) are:

- Change in agricultural land productivity of targeted farmers supported by the project (20% by end of project)
- Increase in sales of farm produce as a share of production among targeted farmers supported by the project (25%, mainly female headed households)
- Increase in rice milling efficiency of rice mills supported by the project (7%)

The project has four components: (A) Improved Agricultural Efficiency and Sustainability, (B) Enhanced Agricultural Competitiveness, (C) Project Management, and (D) Contingent Emergency Response:

Component A - Improved Agricultural Efficiency and Sustainability (est. US\$ 18.2 million, of which International Development Association (IDA) would finance around US\$ 16.3 million). This component will support: (a) the increased adoption of improved varieties and high-quality seeds, (b) the increased application of good agricultural practices, (c) the provision of critical productive infrastructure, and (d) the strengthening of public services delivery.

Subcomponent A1: Promoting Adoption of Good Varieties and Quality Seeds (estimated US\$2.5 million, of which IDA would finance around US\$2.3 million)

This subcomponent will support activities to promote the adoption of good varieties and quality seeds, including the provision of (a) technical assistance (TA) for the establishment of seed multiplication groups (SMGs) and building their capacity to adopt good varieties and quality seeds (including ones resistant to climate variability such as floods and drought) ; (b) Matching Grants to selected SMGs to carry out Sub-projects (i.e., small works, goods, equipment, and so on) for improving the production and postharvest handling, packaging, and storage of quality seeds; (c) technical and material assistance (i.e., small works, goods, equipment, training, and so on) to build the capacity of Provincial Agricultural and Forestry Offices (PAFOs), District Agricultural and Forestry Offices (DAFOs), MAF technical departments, and research institutions to conduct training for SMGs and to carry out seed quality monitoring and certification; and (d) TA to link SMGs with Farmer Production Groups (FPGs) and agribusinesses in marketing certified seeds.

Subcomponent A2: Promoting Good Agricultural Practices (estimated US\$7.4 million, of which IDA would finance around US\$6.2 million)

This subcomponent will support activities to promote GAP , including the provision of (a) TA for the establishment of FPGs and building their capacity to adopt GAP; (b) Matching Grants to selected FPGs to carry out Sub-projects that implement GAP; (c) TA and material assistance (i.e., small works, goods, equipment, training, and so on) to build the capacity of PAFOs, DAFOs, and MAF technical departments to conduct training for FPGs on GAP and to carry out related extension and certification activities including soil analysis, organic fertilizer production, and organic farming; and (d) TA to link FPGs with agribusinesses in marketing farm produce.

Subcomponent A3: Providing Critical Productive Infrastructure (estimated US\$6.2 million, of which IDA would finance around US\$5.7 million)

This subcomponent will support activities to improve critical irrigation infrastructure and water use practices, including (a) rehabilitation of selected irrigation schemes and (b) provision of TA to establish water user groups and to build their capacity to adopt improved water use models. Through improving water use, management, and productivity of existing irrigation schemes, it is expected to enhance their resilience to impacts of climate change.

Subcomponent A4: Strengthening Public Services Delivery (estimated US\$2.1 million, of which IDA would finance US\$2.1 million)

This subcomponent supports activities to strengthen agricultural and nutrition service delivery, including the provision of technical and material assistance (i.e., small works, goods, equipment, training, and so on) to (a) improve the overall extension service capacity of the PAFOs, DAFOs, and MAF technical departments to deliver better quality services to farmers to promote GAP adoption and enhance resilience to climate change; (b) develop and implement mapping and demarcation pilots for agricultural land in irrigated areas; and (c) conduct studies on integrated farming systems and diversification for nutrition, and

carry out social behavioral change communication (SBCC) activities related to dietary diversity, adequate care practices, and processing and cooking for improved nutrition

Component B - Enhanced Agricultural Commercialization (est. US\$ 7.2 million, of which IDA would finance around US\$ 4.8 million).

The project will support: (a) establishing an Agriculture Value Chain Facility (AVCF), (b) measures to better link farmers to markets, and (c) studies to improve the enabling environment for agro-enterprise and value chain development.

Subcomponent B1: Establishing an Agricultural Value Chain Facility (estimated US\$5.3 million, of which IDA would finance around US\$2.9 million)

This subcomponent will support the establishment and operation of an AVCF for the purpose of extending technical and financial services to agribusinesses, including the provision of (a) TA to establish and operate the facility and provide advisory and Subproject implementation support to agribusinesses; and (b) Matching Grants to selected agribusinesses to carry out Subprojects for upgrading their processing and postharvest handling facilities and their management capacities to improve product quality, increase operational efficiency (including improved energy efficiency), reduce physical losses, and link with FPGs to improve marketing of the farm produce.

Some 30 ABs operating in rice, maize, and vegetables will be selected and provided with matching grants. Sizes of the matching grants (50% of total cost) range from around US\$25,000 for a vegetable AB to around US\$ 125,000 for a rice AB. The total matching grants for ABs under the project will be around \$2.9 million. The eligible items that will be financed by ACVF include: goods, consulting services and civil works, as defined by Project Operation Manual (POM).

A National Food Security Committee Secretariat will supervise the AVCF, on behalf of the Government, with majority of Government representatives, but also including private-sector representation. This committee will approve work plans, and review progress reports of the AVCF. An independent management entity (the consulting firm) is selected to be the “AVCF Management Team”. The AVCF Management Team will report on a day-to-day basis to the DPF. The business cycle of AVCF will consist of two stages:

Preparation phase:

- (1) Call for business proposals and assist interested ABs in preparing and submitted business proposals.
- (2) Assist the selected ABs whose business proposals are accepted to develop and submit the full business plans.

Implementation phase:

- (3) Provide technical advice to assist selected ABs in implement the approved business plans.
- (4) Monitoring the progress and evaluate the results

Subcomponent B2: Linking Farmers to Markets (estimated US\$1.4 million, of which IDA would finance US\$1.4 million)

This subcomponent will support activities designed to link farmers to markets, including the provision of TA to (a) strengthen the horizontal links of farmers within FPGs for implementing procurement, marketing, and other collective actions, and the vertical links of FPGs and agribusinesses in productive partnerships to undertake further processing and marketing of the produce; and (b) develop an improved agriculture market information system to provide reliable market information for productive partnerships. Through strengthening the market linkages, it is expected to make farmers more resilient to climate change.

Subcomponent B3: Improving the Enabling Environment (estimated US\$0.5 million, of which IDA would finance US\$0.5 million)

This subcomponent will support activities by MAF technical departments, MOIC and other relevant agencies to improve the enabling legal, policy and institutional environment for supporting agribusiness investment and agricultural trade policies, including the development of improved sanitary and phytosanitary standards, rice standards and rice export policies, and improved import and export legislation focusing on agriculture inputs and farm machinery

Component C - Project Management (est. US\$ 2.9 million, of which IDA would finance US\$ 2.9 million). The component will support (a) project management; and (b) monitoring and evaluation.

Subcomponent C1: Project Management (estimated US\$2.4 million, of which IDA would finance US\$2.4 million)

This subcomponent will support the day-to-day implementation, coordination, and management of project activities including planning and execution, financial management (FM), procurement, internal and external audits, and environmental and social safeguards management.

Subcomponent C2: Monitoring and Evaluation (estimated US\$0.5 million, of which IDA would finance US\$0.5 million)

This subcomponent will support the day-to-day monitoring, reporting, and evaluation of project activities.

Component D: Contingent Emergency Response (US\$0 million)

This component with a provisional allocation of zero dollars is included under the project in accordance with OP10.00, paragraphs 12 and 13, for projects in situations of urgent need of assistance or capacity constraints. This will allow for rapid allocation of project proceeds

in the event of the Government declaring that a crisis or emergency has occurred and the World Bank Group agreeing with such determination. This component would finance public and private sector expenditures on a positive list of goods and/or specific works, goods, services, and emergency operation costs required for emergency recovery. An Emergency Response Manual (ERM) will apply to this component, detailing FM, procurement, safeguards, and any other necessary implementation arrangements

The Project is seeking to select a consulting firm to conduct a baseline survey of farmers/producers groups (FPGs) in the project areas for establishing the baseline for project monitoring and evaluation.

2. Objective of the assignment

The objective of the consultancy is to assist the Project in system implementation and day-to-day procurement operations for the project.

The main objective of this consultancy is to collect, via face-to-face interviews, data at the household, farmers' group and village level as well as other project stakeholders that will serve as the baseline for an evaluation of the overall impact of the LACP.

The key focus of the baseline study is to establish benchmarks to track progress of key project development objective indicators and all indicators in the result framework at individual, household, village levels, Agri-businesses and project implementing agencies through qualitative and quantitative data collection and analysis

In support of this objective, the baseline study will include a household and Farmers' Groups Survey and a project stakeholders' survey

Main activities are:

- Develop a sample of households and prepare cartographic and other material to ensure the proper identification of households in the field.
- Develop a data entry system that allows for data errors to be identified as data are entered.
- Piloting of questionnaires. The pilot sample households will be from the project areas but cannot be any of those included in the survey itself.
- Training of field staff with fieldwork beginning immediately upon completion of training.
- Data entry will be performed concurrently with fieldwork. There will be double entry of all questionnaires.
- Sample size will be determined by the consulting firm in an agreement with MAF and the World Bank task team. The sample size must be at least 10 percent of the target households to be supported by the LACP.

3. Tasks of the consulting team

This consultancy is responsible for conducting a household, farmers' group and village level survey in the five project target provinces. The firm will work in close collaboration with local counterparts and the project team in the development and supervision of all phases of data collection for the household survey. Specifically, the firm will be responsible for the following aspects of the household survey:

3.1 Questionnaire Development

- Piloting, translating and finalizing household and community questionnaires
- Obtaining approval of questionnaires from Ministry of Agriculture and Forestry /NPMO and the World Bank
- Printing of questionnaires

Specific details of questionnaire development include:

The firm will be responsible for developing questionnaires and other study tools in both English and Lao languages, including but not limited to:

- Household level questionnaire
- Farmer groups questionnaires: Seed Multiplication Groups (SMGs), production groups (vegetable, rice and maize), water users' groups (WUGs and WUAs)
- Village level questionnaires
- Other project stakeholders: MAF and MoIC departments, PAFOs/DAFOs, PICO/DICOs, research centers, etc.

The questionnaires and study tools will comprise qualitative and quantitative data collection through various survey techniques such as structured questionnaires, semi-structured questionnaires, interview guidelines, focal group discussions etc.

The firm will be responsible for piloting the draft survey carrying out a total of 50 household questionnaires and 5 farmers' groups level questionnaires in the project target provinces. The specific locations are left to the discretion of the firm but may not be in EAs to be used in the actual survey.

After pilot testing of the questionnaires the firm will debrief interviewers, examine the data set and make proposals for changes. After discussion with NPMO, the final version of the questionnaires and other study tools will be approved. The firm will produce the final version of the questionnaires in both English and Lao language.

3.2 Sample design

- In collaboration with the MAF and World Bank Task Team, select a sample of households for the household survey.
- The sampling will be based on MAF's statistical data or agricultural census on enumeration areas (EAs) in and adjacent to the project areas. A probability sample of these EAs will be selected (with half within the project area and half outside).

- A listing operation in each of the selected EAs will be carried out simply to record every household and the number of people in each household. The listing operation will be a separate operation from the interviewing operation.
- From this listing of all households in the selected EAs, a probability sample of households will be selected.
- Prepare materials for field staff with maps, names of household heads and any other identifying characteristics of the selected households.
- Develop clear protocols for replacement of households and to collect basic information on refusing households or those that cannot be found.
- Calculation of sampling weights following data collection taking into account the original sample design and any non-response.

Household Listing

- In the selected districts and villages, the firm will carry out a basic listing operation designed to determine the actual complete and up-to-date list of all households residing in the target villages as the size of these households. No other information will be collected to ensure that this activity can be done as quickly as possible.
- Data will be entered into an electronic database that can be used for final household sample selection. This operation must, then, be done prior to the start of interviewing.

Sample size

- The sample size will be determined by the location of the target farmers' groups. Households who are members of groups will be considered as project households while non-members within target villages and villages in the vicinity will be considered as control households. The firm will be responsible for the construction of the sample based on the listing exercise carried out on the selected districts and villages.

Weights

- The firm will be required to calculate the sample weights for the finished dataset. The weights should correct for unequal selection possibilities, non-response, and to adjust the dataset to match population statistics from the 2015 National Census in terms of gender and age group in the region.

3.3 Team Composition

- Recruitment of a team leader, interviewers, data entry technicians, field supervisors and drivers.

- In addition to supervision activities, it may be useful to use the field supervisors to carry out the pilot test. Field supervisors will also need to participate in all of the training.

Team Leader

The team leader will be responsible for the overall coordination of the study from the planning stage to the approval of the final report and datasets. He will be responsible for ensuring that the study is conducted accordingly to the highest professional standards, due diligence and ethical considerations. He will manage the team so that the assignment is completed as per the agreed schedule. He will be responsible for the quality of the deliverables and presenting the study result to the project NPMO.

Field Teams

- Given the complexity of the questionnaires and the need for close supervision of interviewers, it is envisioned that 14 teams will be needed to finish the work in the requisite time period. Each team will cover one district (see appendix 1) Each interviewing team will consist of 1 supervisor and 3 interviewers. A data entry operator will be needed for every two teams.
- The field teams will collect data on a total of at least 2,500 households in the 14 project districts and five target provinces (or 10% of the project 25,000 targeted farmers in intermediate results indicator 1). Each of the 42 interviewers will be responsible for conducting 60 household-level questionnaires. On average, an interviewer is expected to carry out two to three interviews per day. Thus each interviewer will complete interviews in around 22 effective working days, excluding travel time.

Interviewers

- For 14 teams, 42 interviewers (3 per team) will be required. The firm shall also recruit and train at least 10 percent more interviewers than needed (in this case 5 people) to ensure that there will be suitable replacements for team members who may leave during fieldwork or those who do not demonstrate sufficient proficiency following training.

Field Supervisor

- Each team will need a supervisor (14 in total) to oversee all activities of the interviewers and data entry operators. The field supervisors will travel with their teams and be responsible for day-to-day supervision and logistics, including contacting district and village authorities in selected districts, collecting village-level data, and arranging appointments with respondent households. The field supervisor will also perform quality controls on the information collected by his/her team, including randomly attending some interviews, randomly re-interviewing 10-15% of households on specific modules or overall questionnaires, and randomly reviewing questionnaires. The field supervisor will further be responsible for

organizing and tracking the daily supply of completed questionnaires to the data entry operators. Field supervisors should have experience in conducting or managing household surveys. The minimum education requirement for field supervisors is a University Degree.

Data Entry Staff

- The firm will need 7 data entry clerks and 1 data entry supervisor. At least one office will be set up for the data entry close to each project area so that questionnaires can easily be entered in parallel with the field work, errors detection and interviewers can revisit the households for corrections. Data entry supervisors are also responsible for monitoring and overseeing the daily data logging of field activities. Data entry clerks will enter the household questionnaires and community questionnaires.
- Data entry clerks and the data entry supervisor will work for 6 weeks (5 weeks field work plus 2 weeks for re-entering data and final review.)

3.4 Equipment and Logistics

- Securing of office and computer equipment for survey management and data entry.
- Arranging for transportation and equipment related to household listing and household survey interviews.
- Ensuring proper maintenance and functionality of all vehicles and equipment.
- Secure anthropometric equipment suitable for height and weight measures of children under 60 months/5 years of age.
- Field supplies: The firm will prepare all field supplies required for field staff.
- Transportation: The firm will make appropriate transportation arrangements to conduct field work. Sufficient transportation to ensure that the fieldwork works smoothly will be needed. Evidence that supervisors will be able to travel to observe interviews, provide support to their team members, as well as evidence that interviewers have the transportation needed to reach their households and that questionnaires can easily be transported to and from the data entry office to the field staff is needed.

3.5 Training

- Preparation of training materials and detailed interviewer, supervisor and data entry manuals in close collaboration with the project office.
- Carry out in-depth training of all field staff, including practice interviewers and other similar exercises. It is expected that, given the complexity of the questionnaire, the training will take a minimum of three full weeks.

- The firm will be responsible for preparation, organization and implementation of training activities. The firm will conduct 1 weeks of training for the household interviews.
- The firm will prepare manuals for training in English and Lao language.

3.6 Data Collection

- Conduct household and community interviews in the selected households and communities.
- Collect anthropometric data on all children under 60 months/5years of age.
- Take GPS readings on all dwellings and plots for location and area.

The task of data collection from one household consists of completing different modules of a household questionnaire by interviewing all responsible adult members (each person provides his or her information, proxy respondents will only be used when it is impossible to talk directly with a specific household member and taking GPS coordinates of the dwelling and plots of the household. All adult household members who are making important decisions within a household will be interviewed. Data collection will be done according to the specified schedule and the firm is responsible for ensuring data collection is performed without significant delay. The final data set must be compiled and consistency checks performed to the approval of the NPMO and the World Bank team. Data must be submitted in kobotoolbox.org or other format that could be exported in the forms of SAS, SPSS or STATA format including labelling and documentation.

3.7 Data Entry

- Development of electronic data entry system with quality checks for out of range, missing data, and inconsistent data (intra- and inter-record). The project office will provide guidance on the critical consistency checks to include. The data entry application should produce reports listing errors for each household that can be used by the supervisors and interviewers to determine a schedule of re-visits to households to correct mistakes.
- Re-visit households to obtain correct data in the case of missing or inconsistent data being found at data entry.
- Development of blind double-entry data entry system.
- Supervision and verification of data entry process.
- Blind double entry of all questionnaires (household and community).

The firm will be responsible for the development of the software application that will be used for data entry (customization of existing software). Specific responsibilities include:

- Providing field teams and data entry clerks with necessary computer equipment and ensuring that equipment remains in working order throughout the duration of the survey and data entry process.
- Develop the application for the survey using standard data entry software that allows for range checks and consistency checks (inter- and intra-record), identifies missing data and provides error reports.
- Set up logistics system to ensure that all questionnaires are entered, error reports created, households re-visited to collect correct information, all resulting corrections entered and that controls on the overall coverage and avoidance of duplication are in place.
- Set up and implement full blind double entry.
- Produce a fully labeled (in English) final data set in kobotoolbox.org that could be used in the forms of STATA, SPSS or SAS.

All questionnaires will be double entered and verified for accuracy. The data entry will be done in the field by the data entry clerks. The data entry software will produce lists of erroneous, inconsistent or missing data which will need to be corrected through re-visits to the households. Supervisors will be responsible for working with the interviewers to ensure that this is done in a timely fashion. All issues should be rectified in the field. Following data entry and correction, the data should be re-entered and checked against the original entry for accuracy. The data entry supervisors should rectify discrepancies.

3.8 Data analysis

The firm will be responsible for providing a baseline value for all the indicators in the project logical framework, based on the results of the survey and using a clear estimate formula. The baseline values will be disaggregated by gender and other dimensions as required.

1. Qualification Requirements for the Assignment

4.1 The following requirements shall apply to the firms to qualify for the assignment:

- Be a reputable firm/ NGO which is registered at least 3 years in Laos.
- Experience in implementing complex, multi-topic household surveys with male and female household members.
- Be a legal entity acceptable to enter in contract with Public agencies under World Bank funded projects;
- At least three years of general experience implementing management contracts worldwide and specifically in developing countries; experience in ASEAN is an advantage;

- At least three years of specific experience in providing similar services in developing countries;
- Proven record on successful completion of at least two assignments related to the assignment over the last three years;
- Availability of qualified internationally experienced expert and qualified local experts to undertake this assignment fully based in Lao PDR.

4.2 Experience and Qualification of Key Staff Members/Team Composition

4.2.1 The Team Leader

- At least Master level, preferably in Social Science field, preferably Statistics, Economics, Development Management or Agricultural Economics ;
- At least five years of work experience, in the field of socio-economic development, agriculture or rural development;
- Prior experience in large-scale household level survey in relation with development projects
- At least three missions of similar consulting services at a similar position of team leader in a multi-cultural context
- Preferably some work experience in either South-east Asia or Laos;
- This expertise is required intermittently for the duration of the assignment

4.2.2 Key Staff Members/Team Composition

To implement the activities involved in this project, the firm must engage following specialists:

Expert in Survey Sample Design:

- Minimum Master's degree in Social Science field, preferably Statistics, Economics, Development Management or Agricultural Economics
- At least three years of work experience in the field of socio-economic development, agriculture or rural development;
- Prior experience in the design of samples for household surveys required with demonstrated achievement in at least two similar assignments
- Proven experience in M&E and logframe for large development projects
- Communication skills in English are required.
- This expertise is required for an equivalent of 1 Month.

Expert in Questionnaire Design:

- Minimum Master's degree in Statistics, Economics, Development Management, Agricultural Economics or related field

- Prior experience in multi-topic surveys but, at a minimum, experience in designing household surveys required with demonstrated achievement of previous assignment
- Demonstrated successful experience in M&E of large development projects
- designing questionnaires for large household-level survey related to agriculture in the Lao context
- Proven experience of working in a multi-disciplinary team in similar assignment
- Communication skills in English are required.
- The service of a Questionnaire Designer is required for an equivalent of 1 month

Computer specialist in data entry and databases:

- College degree in computer science or related field and
- Experience with developing applications in existing sophisticated data entry software (such as kobotoolbox.org, CSPro, Blaise for example) and managing large data base construction and quality control.
- Proven skills in data entry using mobile device and data quality control
- Demonstrated experience in training large team of enumerators in data collection and data entry using mobile device
- Demonstrated experience in data management, data quality control, data entry and cleaning, storage and establishment of database of household-level information
- Communication skills in English are required.
- The Computer specialist is expected to work for an equivalent of 3 Months throughout the duration of the survey.

Field work expert:

- College degree in Economics, Statistics, Development Management, Agricultural Economics and related fields
- Minimum experience of five years in facilitating large household-level surveys required.
- Experience with survey where data is entered concurrently with the interview process preferred
- Demonstrated experience in organizing a large survey simultaneously in multiple locations in a similar context
- Communication skills in English are required.

- The expert will work for an equivalent of 4 Months

Agriculture expert:

- College degree in Agriculture and related fields
- Experience in training people in agriculture related surveys required
- Proven work experience in agricultural development project
- Demonstrated technical knowledge in rice seed production and multiplication, and crop production (paddy rice, maize and vegetables) in the Lao context
- Communication skills in English are required.
- The expert will work for a total of 1 Month.

In general, prior regional experience in survey research is preferred as is prior experience with the multi-topic household survey methodology. All technical advisors must have robust experience in systematic monitoring and evaluation, agriculture/rural development and gender.

5. Duration of the Consultancy

The assignment is expected to be completed within 100 days of contract signature. The assignment is expected to start in May 2019.

6. Reporting Requirements and Time Schedule for Deliverables

All technical advisors must be able to work collaboratively with the NPMO and the World Bank staff and have experience in training counterparts. In general, prior regional experience in survey research is preferred.

The selected consulting organization will be responsible for delivering the following outputs:

- a. **Inception report** detailing the baseline study plan and including: sample design, document review summary, all study tools (qualitative and quantitative questionnaires), detailed baseline study schedule, data collection methodology including selection of respondents for the qualitative data collection, team composition and training of enumerators, data management, analysis and storage strategy, data quality control system, ethical considerations (two weeks after starting date)
- b. **Detailed study tools and questionnaires** for both qualitative and quantitative data collection in Lao and English language (two weeks after starting date) The study tools will be designed to provide baseline values for all project indicators in order to measure change/impact in relation to all project indicators. Project indicators and result framework will be provided during document review

- c. **Report on training** of study team members and testing of survey questionnaires in the field. Questionnaires and study tools will be revised and approved accordingly by NPMO (three weeks after starting date)
- d. **Final sample and field work schedule** will be submitted and approved by NPMO before starting data collection activities (three weeks after starting date)
- e. **Weekly progress reports** submitted to NPMO during the whole duration of the assignment and providing up-to-date information on the progress of the data collection and analysis process (every week after starting date)
- f. **Quantitative data sets** will be provided every two weeks after the starting date of the data collection (every two weeks)
- g. **Draft baseline report** and cleaned quantitative and qualitative datasets, including listing of respondents with independent variables (e.g., sex, beneficiary type, location, etc.). The draft baseline report outline will be provided at the start of the assignment. The baseline report is to be submitted in English. A detailed summary of the report should be made available in Lao¹. The report should include a table form summary of baseline status of all indicators. (70 days after starting date)

The report will include:

- Final household and community questionnaires in English and Lao language, which reflect any/all changes from piloting
 - Final listing form for sampling in English and Lao language
 - Final data base from listing operation
 - Sample for treatment and control area
 - Training manual(s) for field staff in English and Lao language
 - Completed household questionnaires for all households interviewed
 - Completed community questionnaires for each village
 - GPS coordinates of all plots owned by households
 - Data entry software designed and used kobotoolbox.org for the survey
 - Completed data set of original data entry format and in kobotoolbox or other format that could be exported for analysis in the form of SAS, SPSS or STATA format with full labels
 - Sampling weights to be used in data analysis
- h. Final baseline report with consolidated data sets, data analysis, and recommendations (100 days after starting date)

7. Consultancy & Institutional Arrangements

The consultant will work under the overall supervision of the Lao Agriculture Competitiveness Project (LACP) National Project Coordinator. The NPMO and M&E specialist will provide the coordination mechanisms necessary for the Consultant to work

¹ The selected consulting organization is to include translation costs into offer for international consultants

effectively with the Ministry of Agriculture and Forestry (MAF), the Ministry of Industry and Commerce (MoIC), the World Bank Team as well as other national and provincial organizations as needed. In the event of problems, the Consultant can communicate directly to the NPMO.

8. Data, Services, Personnel, and Facilities to Be Provided by The Client

The completed datasets will be the property of the Government of Laos. The firm will provide the NPMO and the WB with the cleaned and coded datasets, including raw data files, codebooks, data dictionaries, and survey questionnaires. The firm may not use the data for their own research purposes, nor license the data to be used by others, without the written consent of the government.

The firm will protect the confidentiality of those participating in the survey at all stages. All data are to be treated as confidential. No data or other information from this survey will be released to third parties without the written approval of the National Project Management Office (NPMO).

Appendix 1: Project target provinces, districts and groups

Province	Province/ Districts	Villages #	Areas (ha)	Households (HHs)
KHM (rice)	3	27	5,605	3,853
KHM (veg)	-	-	-	-
BOL (rice)	3	17	4,325	3,914
BOL (veg)	-	-	-	-
VTEC (rice)	3	22	6,050	6,606
VTEC (veg)	-	29	274	571
VTEP (rice)	1	8	4,549	4,200
VTEP (veg)	0	19	100	300
XBL (rice)	3	92	5,000	6,752
XBL (maize)	1	10	5,000	2,476
Total (rice)	14	166	25529	25325
Total (veg)	0	48	374	871
Total (maize)	1	10	5,000	2,476
Total	14	224	30,903	28,672

Source of information

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