

Terms of Reference for Baseline study of My Forest Child project

Project name: My Forest Child (MFC)

Donor: Save the Children Korea

Project location: Nalaikh district, Mongolia

Project duration: 2024 – 2027

Baseline study Purpose: (1) Have a baseline against which to measure project progress and effectiveness that indicates project objectives. (2) Refine the project activity planning, measure the scope and potential impact of the planned activities, and measure the indicators of the project objectives.

Proposed Baseline study Start and End Dates: 08 November – 3 December 2024

Anticipated Baseline study Report Release Date: 20 December 2024

1. Context

Save the Children Japan (SCJ) has been active in Mongolia since 1994. Launched and operated with support from SC UK from 1994 to 2009, the SC Mongolia Country Office has been supported by SCJ since 2009. It aims to create long-term sustainable changes in children's lives while seeking substantial and systemic solutions to emerging challenges.

SCJ Mongolia currently implements Education, Child Protection, Child Rights Governance, Child Poverty, Health, and Humanitarian Assistance programs.

SCJ began implementing the My Forest Child (Phase 1) "Mongolia" project, which will be carried out in the Nalaikh district of Ulaanbaatar city. The project will run from August 2024 to August 2027. SCJ proposes an integrated approach to reduce CO emissions, address the desertification in Nalaikh District, and improve the knowledge of climate change among the local population, including children. The project aims to support communities in Nalaikh in becoming climate resilient through locally engaged afforestation, preventing soil erosion, and introducing climate change knowledge and adaptive livelihoods.

The project will focus on three approaches: (i) planting trees in a local area easily accessible by the citizens, (ii) Increasing awareness of children, youth, and residents of climate change, its effects on the environment, and climate actions through educational workshops and media campaigns and (iii) providing technical skills and knowledge to selected residents and encouraging them to grow trees at their homes. The project will partner with the Nalaikh district government to coordinate efforts with relevant departments and schools to implement the project in the target location.

SCJ has included in project planning a baseline survey at the beginning of the project based on the following needs:

- Have a baseline against which to measure project progress and effectiveness that indicates project objectives.
- Refine the project activity planning, measure the scope and potential impact of the planned activities, and measure the indicators of the project objectives.
- Determine key stakeholders' current capacity and policies and regulations on climate change for better preparation of project sustainability.

#	Objective	Indicator	Indicator description	Target
1	Outcome 1. Increased afforestation in rural Ulaanbaatar through meaningful community participation achieved	Size of land areas planted with trees (hectares of land)	Numbers of hectares of tree planted land	5 hectares
		# of trees counted in the 1 Billion Trees project	Number of counted trees	4730
		% of seedling grown to be tree	% or number of seedlings grown well as per standard	70% of all seedlings
2	Outcome 2. Improved knowledge and behavior on climate change and desertification	Proportion of community school children who reported increased awareness on climate change	Children in grade of 6-12 at schools of the target community. This indicator measures the percentage of school children who have demonstrated or reported a greater understanding of climate change, its causes, impacts, and possible solutions, because of project interventions (such as training sessions, awareness campaigns, or educational materials)	70%
3		Proportion of community youth who reported increased awareness on climate change	Youth aged 18-24 of the target community This indicator measures the percentage of community youth who have demonstrated or reported a greater understanding of climate change, its causes, impacts, and possible solutions, because of project interventions (such as training sessions, awareness campaigns, or educational materials)	70%
4		Proportion of local residents who reported increased awareness on climate change	local residents aged above 25 of the target community This indicator measures the percentage of residents who have demonstrated or reported a greater understanding of climate change, its causes, impacts, and possible solutions, because of project interventions (such as training sessions, awareness campaigns, or educational materials)	70%

The baseline will determine the project's initial/starting circumstances. More specifically, by defining the starting points of the indicators included in the project's planning documents, the relevant baseline values will be used to measure the project's progress/routine monitoring, end-line survey, and impacts.

Objectives of the Baseline Study

- Measuring project outcome objective indicators with relevant quantitative and qualitative research data in the target community and school
- Identifying and analysing the current capacity of the stakeholders in CC education.
- Analysing the implementation of the policies, rules, and regulations, adopted by the government in the field of CC and analyse how schools and other organisations structuring to implement those policies, rules, and regulations.

The baseline survey will cover all project target khoroos including schools.

Research methodology:

When conducting a baseline survey, a combination of quantitative and qualitative methods specifically developed for the project will be used. Pre-developed data collection methods and tools for measuring the project's indicators will be pre-tested and employed in consultation with SCJ. Main methods of data collection:

- Survey questionnaires (school children, youth, local residents)
- Individual semi-structured interviews and/or semi-structured group discussions (KII, FGD)
- Observation methods/site visits
- Secondary data review
- Other necessary data collection tools developed for the project

More attention should be paid during the research process, the accuracy, verification and correlation of data collected from primary and secondary data sources.

Scope of the study:

- School children
- Youth
- Local residents
- Youth clubs of public schools
- Nalaikh district public schools
- Nalaikh District Governor's Office and affiliated agencies
- Meteorological Institute, and its branch in Nalaikh district
- Forest Department
- Ministry of Environment and Climate Change

2. Tasks to be performed by the research team:

The research will be carried out as a team and will work with the project team of the SCJ. And the research team will complete the following tasks:

1. Design and propose detailed workplan of baseline survey with clear justification.
2. Design and propose the tools and sampling framework with sample size with clear justification as required by the methodology agreed.
3. Pilot the developed tools at least in a few sampling groups to see if they work in line with the indicators defined in project document/log frame, and finalize tools.
4. Analysis on secondary data (similar research reports and data previously conducted by research organizations, international and foreign organizations, NGOs, projects and programs in the target district or municipal level).
5. Discuss with the SCJ about the general concept and methodology of the study and tools within the framework of corresponding outcome indicators/outputs relevant to the project.

6. Be responsible and supervise field operations including logistics, permissions to conduct the research in the selected communities and areas, inform consent from selected respondents for conducting the survey.
7. Be responsible for data management and quality control scheme.
8. Responsible for data gathering, entering the gathered data into system and do necessary analysis. And responsible to prepare the baseline reports in English and Mongolian languages.
9. Prepare the survey findings/results in a summarized form (as a Power Point Presentation) and present to the project team, project main partners and other participants.

Deliverables from research team:

- The baseline reports should be written in both Mongolian and English with visuals according to international standard (page limit approximately 40-50 pages excluding annexes) Electronic copies of baseline reports should be delivered to the project team.
- Electronic copies of final summary presentation including info graphic/slide presentation both in Mongolian and English.
- All the raw data material (transcript, tabulation, photos, etc.) collected during the survey
- Other research materials, data (participants' lists in a research study and etc.)

Duration and timelines:

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term:

#	Tasks to be done	Timeline
1.	Develop research methodology	23-25 October
2.	Conduct a training for local enumerators	28 October
3.	Piloting and field testing procedure	29-31 October
4.	Discussion on pilot test result, data collection tools and analysis	01 November
5.	Submission of Inception report that includes the content of survey	04-05 November
6.	Data collection and data analysis	06 -15 November
7.	Submission of Draft Report in MN	18-22 November
8.	Review, feedback and edit report	25-27 November
9.	Translate the report into English	28 November-06 December
10.	Review and edit translated report	09-13 December
11.	Presentation of research results	16-20 December
12.	Submission of Final baseline survey report	20 December

(Period of assignment: From October 2024 to December 2024)

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 1 are to be achieved, if applicable under consideration of further specific method-related requirements

(technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 1).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the cooperation with them.

The bidder is required to present and explain its approach to steering the measures with the project partners and its contribution to the Results and Resources Framework.

The bidder is required to describe the key processes for the services for which it is responsible and create a schedule that describes how the services are to be provided according to the Chapter 2. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

According to the nature of information requested, a mixed qualitative and quantitative approach is suggested, depending on the available resources in an parallel or sequential way.

For assessing the qualitative data, the contractor is expected to make use of participatory methods (FGD, KII, Participatory Learning Action (PLA) methods, etc.). Purposive sampling is to be adjusted according to the available time and human resources.

For collecting quantitative data, a robust and statistically significant sampling method based on an appropriate confidence level and margin of error, incl. robust methods for quality control of survey data is to be developed.

All enumerators and their coordinators/supervisors are to be prepared for the phase of actual data collection in the field, incl. tests of the questionnaire, if necessary, adjust it according to the feedback of SCJ project team and its partners; practicing of interviews and data entry.

Other specific requirements

Gender equality as cross cutting issue is to be considered in the conceptualisation of field work and interviews and in the gender composition of the assessment team. In categorising survey respondents and key informants, the factors of people/children with disability and residents of suburb and urban areas of the target district ratio are to be considered.

Project management of the contractor

The bidder is required to explain its approach for coordination with the SCJ project team.

- The contractor is responsible for selecting, preparing, training and steering the experts (long and short term) assigned to perform the tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of SCJ.

In addition to the reports required by SCJ in accordance with general terms and conditions of contract for supplying services and work, the contractor submits the following reports:

- Inception report – The contractor is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.
- Final report – The contractor is required to submit a final report that describes the objectives of baseline survey, methodology and limits to the methodology, analysis of findings, and conclusions and recommendations.
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Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 0), the range of tasks involved and the required qualifications. As mixed gender team for the field work is required. The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with SCJ, partners and others involved in the project
- Personnel management, as well as planning and steering assignments and supporting experts
- Fully Responsible for quality of research study
- Regular reporting in accordance with deadlines and finalize the baseline reports before submission to SCJ.

Qualifications of the team leader

- Education: University Degree (MSc) in a field related to the tasks
- Language: Fluent in English
- General professional experience: five years of experience and proven track record in the methodological and organizational design, implementation and analysis of socio-empirical surveys
- Specific work experience: a track record of being able to deliver high-quality services under time pressure and being flexible and able to adapt to requested changes during the contract period
- Leadership experience/management: five years of leadership experience as a team leader in consultant projects

Expert 1: Survey Manager:

Tasks of the survey manager:

- Responsibility for the methodological and organizational design of the study
- Design tools such as interviews and questionnaires
- Planning of logistics and resources
- Preparing of supervisors for local enumerator / facilitator team

Expert 2: Data & Sampling Specialist:

Tasks of the data & sampling specialist:

- Responsibility for data collection design
- Safeguards sound sample design
- Responsible for data entry and analysis
- Training of local enumerators/facilitators in data collection, data entry and data management
- Complies with the rules on technical and organisational measures for data protection

Short-term Expert Pool 1: Supervisors for local enumerator/facilitator teams:

Tasks of the supervisors for local enumerator/facilitator teams:

- Supervising of local enumerators / facilitators
- Introduction of local enumerators to objective and process of study, to questionnaires, methods and best practices of participatory methods and interviews
- Preparation and training of local enumerators/facilitators in objectives of the study, methods, data collection in the field, incl. tests of the questionnaire, practice of interviews, and data entry
- Safeguards the protection of personal data collected in the survey

Short-term Expert Pool 2: Local Enumerators/Facilitators:

Tasks of the local enumerator / facilitators:

- Collection of data in the field
- Data management according to instructions

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

Payment and other miscellaneous administration costs

50% of total payment will be paid within 5 business days after signing the contract and the remaining 50% will be paid within 5 business days after the Final report is satisfactorily received by the SC.

The contractor is expected to arrange and cover all expenses of the consulting services with the allocated budget to deliver the products. This includes but not limited to the following: office facilities; equipment and communications costs; survey and reports preparation; local travel expenses including per diems and transportation costs of an entire team to the target districts; and all other expenses to deliver outputs indicated in the Terms of Reference (TOR).

Inputs of SC or other project partners

During the research study, the SC project team, monitoring and evaluation staff will guide, support and communicate with the research team. The research team will regularly send performance reports and information to the project coordinator and monitoring and evaluation staff. Also, the research team will be responsible for conducting the research in the local areas and contacting the local authorities and related officials, and the researchers will be responsible for their own safety and security during the research study.

Requirements of the bid

Consultants who meet the requirements should submit a maximum of 10 pages expression of interest, which should include the following:

- A Letter of Interest of the research team
- Technical proposal (must include the plan, implementation methods, and management)
- Application forms of the organization, CVs of personnel that clearly show the position and job the proposed person held in the reference project and for how long.
- Bidding offer (the cost must be formulated based on the research data collection and methods).

The above-mentioned documents should be submitted by interested research teams in a sealed envelope addressed as:

SAVE THE CHILDREN: "My Forest Child (Phase I) Mongolia" project-Baseline survey

Deadline for receiving materials from the research teams: November 05, 2024, as 17.00 PM

Address: Ulaanbaatar city, Chingeltei District, khoroo-1, Arizona center, 4th floor

Contacts: +976-11-329365, +976-11-329371