



អង្គការមរតក
MORODOK ORGANIZATION

MORODOK Baseline Assessment 2023

Contents

Contents	1
1. Introduction	1
2. Objectives of the Baseline Assessment	2
3. Timeframe and Location	2
4. Involvement of Morodok staff	2
5. Background materials	2
6. Methodology	3
7. Deliverables	4
8. Key qualifications of the Consultant	4
9. Content of the Consultant's offer	5
Annex 1: Morodok Target Areas and Community-Based Organisations	6
Annex 2: Bread for the World Project indicators for the project beginning 1 April 2023	7

1. Introduction

Morodok is a local NGO working with rural communities around Kampong Som Bay, Cambodia. The Morodok office is in Sre Ambel town. Morodok's mission is "to improve living conditions, strengthen solidarity and create ownership for the poor people in the coastal communities of Cambodia through building their capacity, supporting their initiatives and facilitating dialogue between relevant actors."

This year, Morodok is commencing a new phase of the project "Strengthening Community Livelihoods and Natural Resource Management Around Kampong Som Bay (continuation)" funded by the German donor Bread for the World (BfdW) for the period April 2023 to December 2025. The project's development goal is that "Communities in the coastal area of south-western Cambodia are more resilient through improved livelihoods, natural resources management, and disaster risk reduction." A Baseline Assessment is required to assess the current value of 3 project indicators and other information important to the project. (There are 6 project

indicators, but 3 of these are set to zero at the beginning of the project. Please see the project indicators in **Annex 2**).

The project represents the entirety of Morodok's work in 14 communes around Kampong Som Bay, for which BfdW provides a percentage of the total funding. Other funding is provided by the Finnish donor Felm, focusing on 8 of the 14 communes, and by WWF, focusing on 5 of the 19 CBOs protecting natural resources within the project area. A map of the target area is shown in **Annex 1**.

The Felm project began in January 2022, and a Baseline Study for the 8 communes funded by Felm was conducted in March 2022. A consultant helped Morodok develop a household survey, and assisted staff in collecting data from 120 beneficiaries.

In February 2023, Morodok's adviser and staff updated the household survey questionnaire and surveyed 66 beneficiaries in the 8 communes supported by Felm. The data collected contributed to Morodok's annual report to Felm.

In June 2023, Morodok intends to hire a consultant to guide staff in conducting a Baseline Assessment for the BfdW project, covering all 14 communes. The data already collected in February 2023 may contribute to the new assessment.

1. Objectives of the Baseline Assessment

The objectives of the Baseline Assessment are:

1. To train and guide Morodok project staff in the process of collecting data and conducting the household survey.
2. To calculate the baseline values of 3 project indicators.
3. To produce a well-written report on the baseline situation of beneficiaries based on the results of the household survey and other data collection.

2. Timeframe and Location

The Baseline Assessment shall be carried out on location in Sre Ambel during the week **12 to 16 June 2023**. An estimated additional 1.5 days preparation and 2.5 days report writing may also be needed. The final draft of the report should be submitted by **26 June 2023**.

The Consultant will work on location in Sre Ambel, and will be provided office space, materials, and transport to and from the target project areas.

3. Involvement of Morodok staff

The Consultant will work under the overall direction of the **Executive Director**, and in close collaboration with the **Program Manager** and **Program Assistant**, who are responsible for M&E in the project. There are up to **6 field staff** who may be assigned to assist in the collection of data. A part-time **Adviser**, based in Phnom Penh, may also be consulted on technical aspects. The Consultant shall discuss the schedule and availability of field staff with the Program Manager at the beginning of the assignment.

4. Background materials

The Consultant will be provided with the following background materials:

1. This Terms of Reference.
2. Felm Baseline Assessment 2022.
3. Felm Year 1 household survey results (from March 2023).
4. Revised household survey questionnaire.
5. Existing data previously collected from the CBOs, where available.
6. Other background documents as needed or requested.

5. Methodology

Before visiting Sre Ambel, the Consultant is expected to review the background materials and discuss the assignment over Zoom with the Executive Director, Adviser, and Program Manager.

The Consultant shall facilitate the staff's data collection using Morodok's existing methods. This includes 1) the revised household survey and 2) staff's regular collection of data from the CBOs. The methods may be amended if necessary for technical reasons.

The indicators for the BfdW project are shown in Annex 2. Indicators 1.1, 1.2 and 2.1 are the indicators that need to be measured, whereas indicators 1.3, 3.1 and 3.2 start at zero so do not need to be measured in the Baseline Assessment.

The revised household survey consists of 30 questions and normally takes around 40 minutes per respondent. Staff were previously using Google Forms for the household survey data entry; however, staff would now prefer to use KoboToolbox, as it is an open source software designed for development work that allows data entry offline. The consultant will transfer the survey questions to KoboToolbox and guide staff in its use.

It is suggested to survey 144 beneficiaries. The 66 existing responses from the Felm survey could be re-used (without re-interviewing these persons), giving a total of 200 responses. Assuming a beneficiary population of 1,244 (as given in the first indicator), this sample size would give a confidence interval of plus or minus 6.35% (as calculated by the webtool <https://www.surveysystem.com/sscalc.htm#one>).

Staff will provide a list of (approximately 1,244) community interest group members. The Consultant will randomly select the beneficiaries to interview from this list. The number selected randomly from each commune should be roughly proportional to the number of beneficiaries in that commune, taking into account the 66 interviews that already took place in 8 communes. Likewise, the number of women interviewed should be roughly proportional to the number of women on the list. Where some beneficiaries are unavailable for interview, staff may pick the next person on the list.

Before commencing the household survey, the Consultant and staff shall review together problems arising in the previous Felm Year 1 household survey (as described in the survey report). Staff involved in data collection need to have a clear understanding of how to conduct the survey and the meaning of the survey questions. Where necessary to improve clarity, some questions may be updated. Role playing or pilot survey techniques may be used to prepare the interview team. The Consultant will also review and document the staff's methods for collecting data from the CBOs, and help improve the process if needed. It is expected that the field work will comprise the following steps:

1. Day 1: Prepare staff for conducting the household survey and data collection.
2. Day 2, 3 & 4: Conduct the household survey and data collection together with staff.
3. Day 5: Consultant prepares presentation of the data in the morning and conducts a half-day workshop with staff in the afternoon to review the results.

Following the completion of the field work, the Consultant shall prepare a report on the Baseline Assessment findings as described in the "Deliverables" section below. After submitting the draft, the Consultant should expect feedback on the draft within two days, after which the final draft may be completed.

6. Deliverables

The Consultant will produce the following deliverables:

1. Morodok staff properly trained in data collection methods, including household survey using KoboToolbox.
2. All survey forms, data collected, and calculations made.
3. Presentation materials (in Khmer) used in the final workshop with staff, updated to reflect final results of the baseline assessment in Khmer.
4. A well-written, concise Baseline Assessment report in English, preferably containing the following sections:
 - Executive Summary (in English and Khmer)
 - Introduction
 - Methodology
 - Household Survey
 - CBO data collection
 - Household Survey Results (with sub-sections based on the survey questions, as below)
 - About the Respondents, their households, and their participation
 - Disability
 - Wealth Status
 - Income Generation
 - Food Security
 - Agricultural Measures and Methods
 - Respondent's suggestions for Morodok
 - CBO data collection results
 - Community Revolving Funds

7. Key qualifications of the Consultant

The Consultant is expected to have the following qualifications:

1. Proven experience in conducting quantitative baseline assessments of community development projects.
2. Familiarity with KoboToolbox or similar data collection tools.
3. Technical knowledge related to community revolving funds, rural livelihoods, natural resources management, disaster risk management and climate adaptation.
4. Competent writing skills in English.
5. Fluency in Khmer, written and spoken.

8. Content of the Consultant's offer

The Consultant's offer should contain:

- Cover letter explaining the ways in which the Consultant meets the required qualifications stated above.
- Curriculum Vitae of the Consultant.
- Proposal including schedule, methods, and proposed fee. The fee should be itemised and include daily rate, number of days, travel to/from Sre Ambel, accommodation and food per diem, and relevant taxes. Morodok will cover the cost of travel in the project area, meetings and workshops.

Annex 1: Morodok Target Areas and Community-Based



Legend

- Communes funded only by Bread for the World
- Communes with co-funding from FELM
- CFI Community Fisheries
- CFO Community Forest
- CPA Community Protected Area
- CPA Community-based organisations with co-funding from WWF

Organisations

Annex 2: Bread for the World Project indicators for the project beginning 1 April 2023

No.	INDICATOR	Indicator Definition	Survey Question or Calculation method	Calculation	Result
1.1.	At least 50% of the target 1,244 households report at least a one-month reduction in their annual number of months of food shortage, based on a food shortage criteria assessment. (Baseline tbc)*	<p>“Target households” refers to households receiving loans from the CRFs.</p> <p>“Food shortage criteria assessment” refers to questions in the household survey.</p> <p>Indicator definition: Number of families reporting at least a one-month reduction (compared to 2022) divided by the total number of families.</p> <p>Total number of families = total number of CRF loan recipients.</p>	<p><u>From HH survey:</u> Question 22. For how many months (last year 2022) did your household have insufficient produce or income to feed your household? Question 23. Was this more months compared to the year before (2021), less months, or about the same?</p> <p>Baseline: Calculate percent of respondents who report less months (using Question 23)</p> <p>Future years: Calculate percent of respondents who report less months (using Question 23), and cross-check with their answers to Question 22 last year and this year.</p> <p><u>From CRF data collection:</u> Confirm the number of target households (= number of IG members receiving loans the previous year).</p> <p>NOTE: The consultant may update the HH survey questions if necessary.</p>		
1.2.	At least 70% of 1,244 target beneficiaries (of which at least 70% women, 15% PwD) report an increase in their annual household income from the project intervention of at least 100 USD. (Baseline tbc)	<p>Income from the project intervention = profit from activities funded by CRF.</p> <p>Need data on no. of women and PwDs.</p> <p>Annual household income does not need to be calculated. We only</p>	<p><u>From CRF data collection:</u> - Number of IG members receiving loans in previous year (= total HHs) - List of IGs, no. of members of each IG, and profit of each - no. of women (calculate percentage)</p> <p>For each IG, assuming equal sharing of benefits, “Increase in their annual household income from the project intervention” = IG profit divided by number of members.</p> <p>Calculate number of HHs with IG profit greater than</p>		

No.	INDICATOR	Indicator Definition	Survey Question or Calculation method	Calculation	Result
		need to measure the additional income due to the project intervention.	<p>100 USD.</p> <p><u>From HH survey:</u> Question 12. Are you a Person with Disability? Question 13. If you are Person with Disability, what kind of disability? Calculate percentage of respondents with a disability</p> <p>Question 17. Did your household receive any loans from the commune revolving fund in 2022? Question 18. If so, approximately how much net profit (total amount in USD) did your household earn from activities supported by the Commune Revolving Fund in 2022? Calculate percentage of IG member respondents that report a net annual profit of at least USD 100. Compare this with the result from the CRF data collection.</p>		
1.3.	At least 50% of 360 persons trained in home gardening (of which at least 70% women, 15% PwD) initiate home gardens [Activity 1.2]. (Baseline 0)	Number of persons that start home gardens divided by number of trained persons.	<p>Baseline is zero.</p> <p>For future years, collect data from staff records: - Number of persons trained in home gardening (disaggregate number of women, number of PwDs) - Number of trained persons that start a home garden</p>		
2.1	The annual number of natural resource violations detected and successfully dealt with increases by at least 10%. (Baseline tbc)	Percent increase in number of violations successfully dealt with.	<p><u>From CPA/CFo/CFi data collection:</u> - Number of violations successfully dealt with in 2022</p> <p>Future years: Calculate percent increase/decrease of violations successfully dealt with.</p>		
3.1	Community-	Number of	Baseline is zero.		

No.	INDICATOR	Indicator Definition	Survey Question or Calculation method	Calculation	Result
	based Disaster Risk Management plans are developed and implemented in a PwD-sensitive manner in 14 target communes. (Baseline 0)	communes with DRM plans including PwD-sensitive provisions.	Future years: Evidence from copies of the DRM plans.		
3.2	10 climate change mitigation measures are carried out by the local communities in cooperation with commune councils. (Baseline 0).	Number of climate change mitigation actions undertaken since beginning of the project.	Baseline is zero. Future years: Evidence from staff reports on mitigation measures carried out by local communities and commune councils.		