

Sample Terms of Reference for Monitoring and Evaluation Consultants

Name of Assignment:	
Socio-Economic Baseline Survey for Tripura Sustainable Forest Management Project	
Objective of the Assignment:	
To collect, compile and analyze socio-economic baseline data of Tripura Sustainable Forest Management Project. Target communities to be covered for the baseline survey would be equivalent to 10% (approximately 45) of the project target villages.	
Scope of Work:	
<ul style="list-style-type: none"> • Design survey method including the selection criteria for target villages, data collection and analysis. • Based on the selection criteria agreed upon with PMU, finalize the target village for baseline survey • Train and mobilize the enumerators for data collection • Collect following data in the target villages: 	
Theme	Items
Basic information of village	Population, male/female, literacy/poverty rate, infant death rate, labour population, access to financial/social service, immigration/emigration for work, Infrastructure development and utilization (road, power, gas, kerosene, water resources, improved cooking stove, internet/mobile phone), Existing community organizations/NGOs, women's self-help group, nature resource (water and forest) user groups, other local organizations and activities carried out by them, Poverty reduction and community development activities, examples of convergence with another agency, activities by CSR, Public services (activities in rural area), formal and informal financial services (system and utilization), livelihood conditions of ST/SC and regrouped villages, telecommunication and other basic infrastructure)
Production and land use	Agricultural crop (production and sales/domestic consumption), land use pattern (shifting cultivation or permanent agriculture), cultivation land for each crop, livestock production (type of animal, production, feeds, role in livelihood, etc.), fodder production and grazing land, change in cultivation pattern (from shifting cultivation to permanent agriculture)
Forest/ tree utilization	NTFP (product type, amount of harvest/sales, harvesting method, market and demand, value chain, other related companies), fuelwood utilization (# HH, amount/HH, collection method, prices), fodder production/grazing intensity, fuelwood alternative resources Timber demand and supply, tree planted in home garden/farmland, agroforestry (types of crop/tree combinations, land use in the farm), etc. Forest cover change
Land ownership status	Land ownership and utilization (by population, comparison with other state, by sex and encroachment to forest)
Gender Status	Status of women in HHs and villages, education level, decision making process by male/female, income by woman (women groups), efforts on gender issues
Energy	Availability of fire wood, utilization of power, gas, cooking stove (type and utilization of improved ones)
Water resources and soil erosion	Water in taking system, availability/abundancy of water resources for drinking and irrigation

	Status of soil erosion: trends of colour of stream in heavy rain, gully formation (location and intensity), sedimentation in irrigation dam/fishponds
Awareness	Awareness on knowledge and practice of sustainable usage of forest and water resources among the JFMC members
<ul style="list-style-type: none"> • Input and compile collected data in such a format they can be easily referenced in the future for monitoring. Format of the database shall be discussed and finalized with the approval of PMU. • Tabulate quantifiable data • Analyze the collected data • Prepare a report on baseline survey results 	
Duration of the Assignment:	
The entire work should be completed and all the deliverables to be submitted within four months from the award of contract.	
Deliverables:	
<ul style="list-style-type: none"> • Inception report describing survey method including the selection criteria for target villages, data collection and analysis and survey timeline. • Interim report after the field survey indicating the progress of the survey and summary of collected data • Draft final report containing the analysis of data collected. • Final report incorporating the comments and feedback of PMU. • Baseline database containing the data collected in easy to reference format 	

Name of Assignment:
Mid-term Evaluation for Tripura Sustainable Forest Management Project
Objective of the Assignment:
To assess the physical and financial progress of Tripura Sustainable Forest Management Project, to assess the impact of the project (if there is any), to formulate roadmap for remaining implementation period and to suggest remedial measures for the project.
Scope of Work:
<ul style="list-style-type: none"> • Collect information on project's physical and financial progress through data available with PMU, interviews with project personnel and field visit • Design study method to assess the current status of socio-economic change made by the project • Conduct survey (questionnaire to household/JFMC etc, reconnaissance, discussions etc) to grasp the current status and the socio-economic changes brought by the project. Specific socio-economic indicators to be studied should be decided in discussion with PMU; however, some of these must cover the items surveyed in the baseline survey to grasp the actual change among the beneficiaries. • Identify any gaps in project implementation and suggest future course of action • Formulate implementable roadmap for the remaining period of project implementation to meet the deadline and bring about expected impact • Share the findings with PMU/TFD, JICA and other stakeholder
Duration of the Assignment:
The entire work should be completed and all the deliverables to be submitted within four months from the award of contract.
Deliverables:
<ul style="list-style-type: none"> • Inception report describing study approach and methodology and survey schedule. • Interim report after the field survey and data collection. The report should include the summary of data.

- Draft final report containing the result of analysis such as progress of the project against the plan, any gaps identified in the implementation, suggestions for improvement.
- Final report incorporating the comments and feedbacks from PMU.
- Implementable roadmap for the remaining project period

Name of Assignment:
End-term Evaluation for Tripura Sustainable Forest Management Project
Objective of the Assignment:
To assess the achievement of the objective of Tripura Sustainable Forest Management Project, to suggest any follow-up required and to obtain lessons learned from the project.
Scope of Work:
<ul style="list-style-type: none"> • Design study method to assess the efficiency and effectiveness of the project which would include data collection, interviews to stakeholders and field visit • Conduct survey (questionnaire to household/JFMC etc, reconnaissance, discussions etc) to grasp the current status and the socio-economic changes brought by the project. Specific socio-economic indicators to be studied should be decided in discussion with PMU; however, some of these must cover the items surveyed in the baseline survey to grasp the actual change among the beneficiaries. • Make follow-up on status of roadmap made at the time of mid-term evaluation to determine how much of the roadmap has been implemented • Based on the data and information collected, make assessment of how much of the project objective has been achieved, any gaps in short-coming and causes. • Formulate suggestions of any follow-ups required in the project along with expected timeline and stakeholders who would be responsible for taking the actions • Obtain good practices and lessons learned from the project that can be of help to similar projects • Prepare end-term evaluation report and share the findings with PMU/TFD, JICA and other stakeholder
Duration of the Assignment:
The entire work should be completed and all the deliverables to be submitted within four months from the award of contract.
Deliverables:
<ul style="list-style-type: none"> • Inception report describing study approach and methodology and survey schedule. • Interim report after the field survey and data collection. The report should include the summary of data. • Draft final report containing the result of analysis such as achievement/shortfall in the project implementation, any follow-ups required and lessons learned. • Final report incorporating the comments and feedbacks from PMU.

Name of Assignment:
Carbon stock estimation for Tripura Sustainable Forest Management Project
Objective of the Assignment:
To collect, compile and analyze the growing stock and estimate the carbon stock for the Tripura Sustainable Forest Management Project. Target area to be covered for the survey would be equivalent to 1% of the project target area
Study Area:
The Tripura Sustainable Forest Management Project covers a total area of approximately 50,000

hectares across seven districts in the State.
Scope of Work:
<ul style="list-style-type: none"> • Design survey method and finalize sampling strategy in consultation with the PMU for carrying out growing stock assessment and carbon stock estimation • Provide a map showing the location of sample plots planned for conducting the field survey • Conduct growing stock assessment using field survey methods (0.1 hectre grid) through transect survey in all the seven districts. The number of samples for conducting field survey will be finalized in consultation with PMU. An estimated minimum number of 3-4 sample plots of 0.1 hectare (31.62m x 31.62m) is expected to be covered for each district as part of the survey. • Carry out bole diameter and height measurements of major species (minimum four species) for trees with girth more than 30 cm. • Calculate the bio mass and carbon stock based on standard estimation method using the growing stock information collected from the field survey • Prepare a concise report with summary table on carbon stock assessment of the project area
Duration of the Assignment:
The entire work should be completed and all the deliverables to be submitted within four months from award of contract.
Deliverables:
<ul style="list-style-type: none"> • Inception report describing field survey method including the sample distribution, identification of survey team and field schedule of conducting the survey. The inception report should also provide the methodology for estimation of carbon stock based on growing stock. • Interim report to be submitted after the field survey, containing growing stock survey with all information collected from the field. • Draft Final containing growing stock assessment, bio mass estimation and carbon stock estimation of the project target area along with summary tables and field photographs specifying the locations. (Include carbon stock change analysis for 3rd and 7th year survey). • Final report incorporating the comments and feedback from PMU along with all data, analysis table and field photographs.