Terms of Reference for

Vanuatu Community-based Climate Resilience Project (VCCRP)

Mid-Line Data Collection and Analysis

Vanuatu, October 2025 - December 2025

1. Introduction

The Vanuatu Community-based Climate Resilience Project (VCCRP) is seeking a qualified consultant(s) to conduct data collection and analysis of selected project indicators at the mid-line stage of the project. The process is scheduled to take place from October 2025 to January 2026 and requires operational presence and experience in Vanuatu.

The Vanuatu Community-based Climate Resilience Project (VCCRP) is the largest community-based, climate change adaptation project ever delivered in Vanuatu. Largely funded under the Green Climate Fund (GCF), with support from the Vanuatu and Australian Governments and Save the Children Australia, it has been designed to reduce the climate-related vulnerabilities of communities across all six provinces of Vanuatu. The Project is focussed on developing locally led approaches and will increase communities' resilience to climate variability and extremes to ensure a good quality of life in the face of continuing climate change.

The VCCRP is a partnership between the Vanuatu Government through the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Energy, Environment and Disaster Management, and Save the Children Vanuatu working alongside the Ministry of Internal Affairs, Ministry of Agriculture, Livestock, Forestry and Biosecurity, Ministry of Fisheries, Ocean and Maritime Affairs and Ministry of Lands and Natural Resources. Save The Children Australia is the Accredited Entity that oversees the project and liaises with the Green Climate Fund. The VCCRP is a six-year initiative (October 2022 – October 2028) implemented in 29 Area Councils across all 6 provinces in Vanuatu.

2. Background and rationale for mid-line data collection and analysis

The Vanuatu Community-based Climate Resilience Project includes a set of agreed indicators, ranging from output to outcome level, which set an ambitious agenda for the project. Indicator measurement is required at baseline, mid-line and end-line to account for progress and changes in relation to the targets and to the desired project outcomes.

The baseline process was divided into two stages, with part of it performed by external consultants. Additional baseline data collection was facilitated by the Project Management Unit (PMU), with support from project stakeholders.

The overall mid-line data analysis will be led by the PMU. The design, data collection and analysis included in this ToR will be commissioned to qualified consultants who will lead this process.

In addition, the analysed data through this mid-line assessment process will also be available for general project management, performance tracking as well as to provide inputs into the interim evaluation process.

3. Purpose and objectives of the assignment

The overall purpose of the assignment is to design and implement a mid-line data collection and data analysis process, appropriate for the Vanuatu context and within the thematic domains of the project as specified in this ToR.

More specifically, the objectives of this consultancy are:

- To update existing baseline data collection tools for use in the midline data collection process and develop new tools where relevant,
- to collect high-quality data with adequate quality control and supervision as per the sampling strategy,
- to lead enumerators' training, technical supervision and deployment of the tools for enumerators, as well as establishing quality control and briefing and de-briefing for enumerators and performing regular data quality checks on submitted data and
- to lead data analysis, perform data analysis tasks and submit reporting as required in this assignment.

These activities will be further supported by VCCRP PMU and more specifically the MEAL and Program Quality Manager.

4. Thematic scope of data collection and analysis

The mid-line data collection process will focus on the below list of interventions which are at a stage of implementation that can benefit from midline data collection:

- Output 1.1: Community-based climate change adaptation and disaster risk reduction mechanisms are strengthened
- Output 1.2: Communities have increased understanding of climate change impacts and are supported to develop inclusive local adaptation plans
- Output 1.3: Communities have increased access to climate information services and early warning systems and the skills to utilise them as adaptation tools

- Output 2.1: Local natural resources are more resilient to climate change impacts through implementation of nature-based solutions
- Output 2.2: Climate-resilient agriculture for food security and livelihood development
- Output 2.3: Climate-resilient fisheries for food security and livelihood development
- Output 2.4: Climate-resilient food processing and preservation established to support food security and diversification of livelihoods options

Data collection and analysis related to the indicators will be discussed and agreed between the consultant and the PMU as part the midline data collection tools and plan deliverables.

5. Proposed methodology

The primary data collection will be based on a structured household survey, with one household representative participating in data collection (or more members if more suitable, with just one survey per household). The focus of this consultancy will be quantitative data collection and the overall sampling strategy is to replicate the sample from the baseline process and use the same sampling approach[1]. Altogether 387 respondents participated in the baseline study, representing a diverse sample of the population in Vanuatu. The initial study design and the sample was intended to be representative for all rural communities in Vanuatu. Given the limitations to the scope of this study, overall, it is considered to be representative of rural communities in Vanuatu targeted by the VCCRP. Results will be derived from respondents from 4 provinces, 4 different islands, 5 Area Councils, and 15 distinct communities. Respondents are expected to represent both men and women almost equally with participation of youth and children where possible.

The overall baseline study design applied primarily a quantitative approach given the nature of the indicators explored. Primary data collection was based on individual questionnaires with household representatives in 15 communities. The questionnaire was divided into 2 sections. The first section gauged the level of understanding related to the concept of climate change, while the second section measured food security levels.

The table below presents the number of respondents, achieved sample by community, area council, and province.

Province	Area Council	Community	Number of respondents	Percentage of respondents
Sanma	South Santo 1	Ipayato	36	9%
		Tanovusvus	36	9%
		Namorou	31	8%
		Pakataura	30	8%
		Kerevalis	18	5%
Shefa	Varsu	Nuvi	27	7%

[1] Additional qualitative data collection approaches may be proposed by the consultant(s) for consideration, primarily with the view to triangulate the data collected in the household surveys.

		Mate	21	5%
		Ngala	21	5%
	Vermali	Alak	25	6%
		Ruwo	18	5%
		Laman Bay	24	6%
Torba	Mota Lava	Qeremagde	26	7%
		Totolag	25	6%
Tafea	Central Tanna	Lawnaula	25	6%
		Laumalu	24	6%
		Total	387	100%

Additional details can be clarified between the consultant and PMU and finalised in the inception report. Full documentation of the baseline process will be available for the consultant.

6. Roles, responsibilities and key tasks of the consultant

Key tasks of the consultants to perform the mid-line data collection and analysis include:

a. Design and develop the mid-line data collection tool(s), analytical approach and plan
b. Support the Save the Children internal ethics approval process by providing necessary documentation (data collection plan and tools) and making changes as requested
c. Translate, test and localize the tool (s) to ensure all questions are understood by communities
d. Recruit enumerators that are local to each province (and island where possible). The consultant team can also utilise Save the Children Vanuatu enumerators or use a hybrid model.
e. Lead the enumerators' training, technical supervision and deployment of the tool(s) for enumerators
f. Provide briefing and de-briefing for the enumerators
g. Perform regular data quality checks on submitted data, with a focus on consistency, clarity and language used throughout the forms
h. Regularly update the MEAL and Program Quality Manager and project team about progress of the field work
i. Lead data analysis and reporting
j. Present the draft report to project stakeholders
k. Develop final report summarising data collected for each indicator and demonstrating change (positive or negative) from the baseline
l. Develop recommendations to support project adaptative management and data needs to support a future final evaluation.

Close collaboration with the team as well as processes that ensure data quality will be critical for this assignment, to enable the collection of reliable data for midline.

The table below outlines the key roles engaged in the process.

Role/Position	Key tasks
PMU members	• Provide technical input and feedback to the design of the mid-line tools and support the overall process. • Receive and review the reports, including to incorporate the findings into programmatic activities.
PQ and MEAL Manager	• Provide overall oversight and supervision of the process and establish quality control. • Establish data analysis guidelines.
External consultant – data collection and data quality lead	• Design and develop the mid-line data collection tool(s), analytical approach and plan in consultation with the PMU • Support the Save the Children internal ethics approval process by providing necessary documentation (data collection plan and tools) and making changes as requested • Translate, test and localize the tool (s) to ensure all questions are understood by communities • Recruit enumerators that are local to each province (and island where possible). The consultant team can also utilise Save the Children Vanuatu enumerators or use a hybrid model. • Lead the enumerators' training, technical supervision and deployment of the tool(s) for enumerators • Provide briefing and de-briefing for the enumerators • Perform regular data quality checks on submitted data, with a focus on consistency, clarity and language used throughout the forms • Regularly update MEAL and Program Quality Manager and project team about progress of the field work. • Lead data analysis and reporting • Present the draft report to project stakeholders • Develop final report summarising data collected for each indicator and demonstrating change (positive or negative) from the baseline • Develop recommendations to support project adaptative management and data needs to support a future final evaluation.
Enumerators	• Participate in data collection training and follow instructions. • Ensure the tablet devices are charged, operating and connected that allow everyday data submission. • Follow the data collection protocol and report any deviations occurring. • Participate in briefing and de-briefing of data collection.
Provincial coordinators	• Support logistics for mid-line data collection, including required transport and coordinate with on-going activities.

	• Facilitate contacts with Area Council Climate Officers, Administrators, Community Liaison Officers. • Support recruitment of enumerators, as required.
AC Climate Officers	• Liaise with communities to introduce and coordinate mid-line data collection. • Facilitate transport and communication for the enumerators and technical support, access to devices, as required. • Coordinate local data collection initiatives

More detailed roles and responsibilities can be further clarified through the dialogue between PMU and the consultant.

7. Timeline and deliverables

This short-term consultancy work is expected to start on the 13th of October and is required to be completed by 9 January 2025.

All mid-line preparatory work is scheduled to take place in October and will continue until finalised tools are delivered for field-testing. The sampling approach will aim to collect representative data with 95% confidence level and 5% margin of error, through proportional sampling. The sampling approach will developed together with the team and as much as possible it will replicate the initial sample from baseline.

Timeframe	Key steps	Overall accountability	Tentative payment schedule	Indicative number of days
17 September – 01 October 2025 DEADLINE	Advertise consultancy **Deadline for submission of proposals: 01.10.2025**	VCCRP PMU	N/A	
03 Oct – 10 October DEADLINE	Interviews and contract signing by 10.10.25	Interested parties and SCA		
24 October 2025 DEADLINE	Development of draft data collection plan and tools including testing **Deadline for submission: 24 October**	Selected consultant	20% of total contract value upon PMU acceptance of the draft data collection plan	8
27 October – 31 October	PMU review and feedback on data collection plan, revisions as required	VCCRP PMU		2
3 November – 14 November	Ethics approval	VCCRP PMU		2
17 November – 5 December	Data collection in communities	Selected consultant	-	17

8 December – 17 December DEADLINE	Write-up of the draft mid-line report **Deadline for submission: 19 December 2025**	Selected consultant	60% of the contract value upon PMU acceptance of the draft midline report	7
18 December – 24 December	Presentation of the draft report and consultations of the draft midline report with PMU and submission of feedback	PMU	-	1
9 January, 2025 DEADLINE	Report finalised with feedback incorporated **Deadline for submission: 9 January 2025**	Selected consultant	20% of total contract value upon PMU acceptance of the final midline report	3

The overall time allocated for this consultancy is approximately 40 days.

Flights, accommodation and per diems will be paid directly by Save the Children.

8. Qualifications of the consultant(s)

Required and/or preferred experience and educational background:

- Minimum of a bachelor's degree in a related field such as social science and research, sociology, anthropology, geography, social work, public administration, or a similar discipline.
- Practical experience in community engagement and interaction and is comfortable working with diverse groups of people, including vulnerable or marginalized populations.
- Experience working in quantitative data collection in Vanuatu
- Familiarity with research methodologies, including quantitative data collection techniques.
- Hands-on experience in collecting primary data at the household level, and data quality and analysis is crucial. Proficiency in using data collection tools and technologies is essential.
- Knowledge of data management and analysis software such as Excel, Kobo, or other relevant software for organizing and analyzing collected data.
- Ability to interpret and draw meaningful insights from collected data. This includes the skills to identify trends, patterns, and anomalies in the data.
- An understanding of cultural diversity and sensitivity to cultural nuances especially when working in rural communities with different cultural backgrounds.
- Strong communication skills are necessary for effective interactions with community members, stakeholders, and team members. This includes both written and verbal communication.
- Proficiency in writing clear and comprehensive reports that summarize the findings from data collection.
- A deep understanding of ethical considerations in data collection, especially when dealing with sensitive information or vulnerable populations.
- Bislama language knowledge is required.

Additional requirements

- Must have clear & valid police checks

- Be able to attend meetings either in person or remotely (as requested)
- Strong English language skills required
- Able to attend Child Safeguarding training & willing to sign the Save the Children Child Safeguarding Policy.

9. Application process and due date

9.1 Expression of Interest

Qualified consultants or consultancy teams, with r relevant experience in similar quantitative work, are invited to submit a package of documentation including a Technical Proposal and Financial Proposal, as per the requirements below and in relation to the consultancy described in this ToR, including:

a) Technical Proposal (not longer than 15 pages), outlining:

- The understanding of the task in relation to the consultancy.
- Summary of the approaches and methods proposed.
- Brief analysis of risks and mitigation measures for the proposed midline data collection approach.
- Names, roles, responsibilities, and key relevant experience of the team members including experience in quantitative data collection, field work in Vanuatu and climate change adaptation or related fields relevant for VCCRP activities.
- Tentative work plan with key activities, timeline and days needed to carry out activities.

b) Financial proposal / proposed budget, up to 2 pages, in AUD with all costs envisaged including:

- Consultancy fees and enumerator fees (daily rates) clearly separated from all other logistical costs. Flights, accommodation and per diems will be paid directly by Save the Children.
- Payment breakdown structure.

c) CVs of the proposed team members.

d) Three assignments completed in whole or in large part by the lead consultant

- samples of midline reports and reports including quantitative data collection are preferred.

e) Details of three reference clients/supervisors for whom you have provided services similar to the deliverables requested here.

- References will only be contacted for shortlisted applicants.

9.2 Selection criteria

Consultants will be shortlisted according to the following criteria:

1. Submission of all required proposal components (Required)
2. Relevance and quality of the technical proposal, including

a. Relevance of the consultant's profile, experience, and stated capacity (25%)
b. Relevance and quality of the proposed methodology and technical understanding of the task (25%)
c. Relevance and quality of the submitted sample works (10%)

3. Suitability of the financial proposal (40%)

Short-listed candidates will be interviewed and engaged in a discussion process with Save the Children to ensure that both parties have a similar understanding of the scope and purpose of the consultancy. References may be checked at this stage, after which Save the Children will make a final decision and begin the contracting process.

The expression of interest must be submitted no later than October 1st, 17:00, Vanuatu time zone (UTC+11) and include a technical and financial proposal. Three examples of previous work, details of three referees and CVs of the consultant team should also be submitted. Applications will be assessed on a rolling basis.

In case of further questions, please reach out to: Nimarta Khuman at nimarta.khuman@savethechildren.org.au.

Full project proposal is available on-line here:

funding-proposal-fp184.pdf

Full baseline report is available on-line here:

endorsed-baseline-study-vanuatu.pdf.aspx

Save the Children is a child-safe organisation. All personals engaged in its programs are required to undergo a National Police Check, a Working with Children Check where necessary and sign a criminal declaration form, Child Safeguarding Policy, PSEAH Policy and Code of Conduct.