



TERMS OF REFERENCES

CONSULTANCY for PROJECT BASELINE and GENDER ANALYSIS

Organization: CARE International in Vietnam

Position Title: Consultancy for conducting baseline and gender study

Place of Assignment: Dak Lak, Gia Lai, Lam Dong and Hanoi, Vietnam

Reporting to: Monitoring, Evaluation, Adaptation and Learning (MEAL) Lead

Duration: May – Jul 2022

ORGANISATION BACKGROUND

Founded in 1945, CARE is a leading humanitarian organisation fighting global poverty and providing lifesaving assistance in emergencies. In 100 countries and territories around the world, CARE places special focus on working alongside poor girls and women because, equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty. To learn more, visit www.care-international.org.

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long-term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit www.care.org.vn

PROJECT INFORMATION

The Farming for Change – She Feeds the World Vietnam (SFtW) project, undertaken with the financial support of the PepsiCo Foundation, is to ensure small-scale farmers in the Central Highlands of Vietnam, particularly women and ethnic minorities, have more secure and resilient livelihoods for food, nutrition and water security. This will be achieved by enhancing farmers' capacity to adopt sustainable agriculture practices, improving agricultural yields and productivity, and increasing women farmers' access to and control over productive resources, including through the transformation of discriminatory social and gender norms as well as facilitating greater access to markets. The project will mobilize support from the national and local governments to influence and promote impact at scale. SFtW Vietnam is built on CARE's global SFtW framework and CARE Vietnam's 30 years of programming experience in rural development, women's economic empowerment, financial inclusion, inclusive value chains, resilience building, and partnership development. The project will be implemented in three provinces in Tay Nguyen in the Central Highlands – Lam Dong, Gia Lai and Dak Lak over three years from January 2021 until December 2024.

More than 22,000 women and men farmers will be supported with adaptive agriculture training, market linkage, and financial management. Farmers would also participate in activities which promote gender quality including but not limited to events and dialogues with relevant value chain actors and community leaders.

CARE in Vietnam is seeking a consultant or a firm to conduct the baseline and gender study at the beginning phase of this project. The expectation of this baseline study is detailed in the below sessions.

OBJECTIVE OF BASELINE STUDY

The purpose of the baseline study is to collect evidence and knowledge of the current situation among the project beneficiaries regarding the outcome expectations and to confirm and/or make the adjustment to project interventions. This will allow the project to have a basis against which to measure progress over time. It will also allow the project to have evidence-based validation and revision, as needed in the project design.

The specific objectives of the baseline assessment are as follows:

1. To provide benchmark information for measuring project achievements and impact. This will be achieved by establishing baseline values for each outcome indicator (as indicated in the project's results framework) that serves for before-and-after comparison with the different project evaluation terms.
2. Assess the current status and strengths and weaknesses of the agriculture system and agricultural practices among farmers.
3. To understand the gender context and knowledge that can be used to inform and refine project interventions, including gender inequalities, harmful norms, and barriers that affect the equitable relationship and access and control over productive resources.
4. To provide gender-responsive recommendations on the overall project's interventions in terms of designing and planning the project's activities, with potential adjustment in interventions.

MAIN RESEARCH QUESTIONS

1. What is the current situation of male and female farmers related to the project's outcomes?
 - Agriculture production of target crop(s) (capacity in cultivation, harvesting and post-harvest, labour division...).
 - Access and control of productive resources (at household and public level)
 - Production/marketing group membership and women's participation in group's decision-making process
 - Input and output market access for target crops (including market channels, market information, and farmers' capacity)
 - Adaptive capacity and resilience
 - Food and nutrition security.

2. What are the motivations and barriers for male and female farmers to improve their capability (considering relevant social and economic factors such as gender issues, the motivation and barriers of project stakeholders, the cultural norms, and practices....) in regards of the above area?
3. How do capacity, unequal gender relations, gendered norms, and exclusion influence the female and male farmers in accessing and controlling the economic resources, participating in economic decisions and market linkage in order to have a more secure and resilient livelihood? How does gender inequality intersect with ethnicity?
4. What's women's and men's perception about sustainable agriculture in relation with food and nutrition security? How does it influence sustainable agriculture practices between two sexes?

METHODOLOGY

Approach:

To achieve the assignment objectives, the consultant (firm) is expected to develop mixed methods for the study:

- Desk review of the project documents and local reports/documents to understand the project design and local context and situation.
- Quantitative methods to capture the baseline value for each outcome level indicator
- Qualitative methods (Focus Group Discussions/Key Informant Interviews) to dig deeper into the study area, gather additional information, and contextualize the data

The data collection techniques need to be participatory, gender and culturally sensitive and appropriate with key informants and beneficiaries.

The baseline study protocols should consider the COVID-19 context and outline how the assignment could adapt during implementation.

SCOPE OF WORK

The Consultant will take responsibility on:

- Conduct desk review of project documents and other documents related to the study area.
- Design baseline study protocol including methodology, sampling strategy, sample size, data collection tools, analysis plan, fieldwork plan, and report outlines
- Conduct tool piloting with some informants to test the appropriation of language, information flow and meaning of questions, and interview duration.
- Recruit enumerators (with a gender balance) for data collection.
- Train the quantitative interview team before field data collection.
- Conduct field data collection under CVN staff supervision.
- Update and discuss with the CVN MEAL Lead on a daily basis the field report drawing on the fieldwork progress, challenges, and solutions to overcome for.

- Check and ensure data quality throughout the process of data collection. The Consultant will take all necessary measures to ensure that data quality management is adhered to. The proposal must clearly outline these quality measures. The Consultant shall also propose digital data collection software that will be used.
- Conduct data mining, and data analysis based on the discussion and approval analysis plan. Data need to be disaggregated by sex and age and any other social-economic categories where applicable.
- Develop the presentation of the main findings of the baseline study in PowerPoint format and present for CVN project team and partners.
- Write and submit detailed and accurate reports (Draft and Final) as per the survey objectives to CARE Vietnam within the agreed timeframe. The report should include a brief interpretation of data and use the format to be specified and agreed with CARE Vietnam.

DELIVERABLES

- Inception report that outlines Study design/Baseline study protocol
- Analysis plan
- Data collection instrument, including but not limited to Household questionnaire and interview guidelines for FGDs/KIIs
- Backward and forward translation of survey tools.
- Raw and clean dataset, interview notes
- Analysis syntax, result tables and/or codebook for both qualitative and quantitative collected data, with consideration on intersectionality including gender, ethnicity/race, age, class or education.
- A presentation of key findings & recommendations in Vietnamese and English version
- Final Baseline survey report in English version
- PMF table updated with baseline data and suggested targets

All deliverables will need to get final approval from CVN at least one week before operation.

The baseline study protocol, presentation on key findings and narrative report are developed in both English and Vietnamese. The Consultant (firm) needs to ensure the proofreading for the final version of English report.

TIMELINE

The Consultant will provide a detailed estimation of working days together with the roles and responsibilities of team members.

No	Activity	Timeline
1	Conduct desk review of project documents and other documents related to the study area.	W4 May

No	Activity	Timeline
2	Design baseline study protocol including methodology, sampling strategy, sample size, data collection tools, analysis plan, fieldwork plan and report outlines	W1-2 Jun
3	Conduct tool piloting with some informants to test the appropriation of language, information flow and meaning of questions, and interview duration.	W2-4 Jun
4	Provide training for the quantitative interview team prior to field data collection.	
5	Conduct field data collection with designed samples.	
6	Conduct data analysis based on the discussion and approval analysis plan.	W5 Jun – W1 Jul
7	Develop the presentation of main findings of baseline study in ppt format and present for CVN project team and partners.	W2 Jul
8	Finalize the presentation and reports (at least 2 round comments)	W4 Jul
TOTAL		

SELECTION CRITERIA

Minimum required qualifications, experience and competencies are as follows:

- Relevant Master's degree (PhD preferred) demonstrating thematic and/or research qualifications and a minimum of five-year experience in conducting rigorous program evaluations
- Having expertise in study areas such as livelihoods, agriculture, economic rights, market systems, gender equality and social inclusion, women entrepreneurship, women's rights, political science or community development.
- Demonstrated evaluation management experience especially baseline studies
- Ability to work with large data sets, and experience in qualitative and quantitative methods and analytics essential.
- Ability to perform a range of statistical modelling and analysis of data; proficient user of statistical analysis packages such as SPSS or STATA; well versed in qualitative data analysis techniques
- Strong MEAL experience in analysing and evaluating relevant projects

- Experience carrying out assessments and evaluations for International NGOs.
- Conceptual and critical thinking as well as analytical skills.
- Ability to arrange and manage all logistical issues related to the implementation of the assignment.
- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Gender-balanced team.
- Sound communication and presentation skills with local people.
- Excellent facilitation skills, especially with local and EM people.
- Sound judgment, strategic thinking and the ability to manage competing priorities.
- Excellent written and verbal communication skills and quality report writing skills in Vietnamese and English
- Experience in feminist monitoring and evaluation approaches will be an asset

Contact, application and required documents

Interested candidates should send the following documents and clearly state the position title to email: procurement1@care.org.vn by 9 AM on 23 May 2022

1. Consultants (firm) CV or profile.
2. A list of relevant past work
3. At least one written example of report
4. A draft conceptual framework for the baseline survey including a description of methodology and tools
5. Financial proposal with a daily rate for the consultancy

Only short-listed applicants meeting the requirements stated above will be contacted for an interview. Please no telephone contact after submitting the application.

CHILD PROTECTION

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserve the right to screen candidates to ensure a child-safe environment. Further information can be found in the CVN child protection policy.

“Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organization and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager.”