

## TERMS OF REFERENCE

**Title:** Baseline Study and CVCA  
**Location:** Tan Uyen – Lai Chau  
**Duration:** Nov 24 to Jan 25  
**Reporting to:** MEAL Lead



Founded in 1945, CARE is a leading humanitarian organization 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](http://www.care-international.org).

**CARE in Vietnam** is a creative and dynamic organization that has worked with Vietnamese and international partner organizations since 1989 on over 300 projects. We recognize that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices that contribute to the exclusion and vulnerability of particular groups in society. Our long-term program 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](http://www.care.org.vn)

### **Program Introduction and background**

She Grows the Future (SGTF) is a 3-year multi-country program funded by Agence Française De Développement (AFD) and Fondation L'Oréal (FLO) through CARE France. It is being implemented in Peru (Ayacucho and Huancavelica regions), Ecuador (Bolívar, Cotopaxi, Chimborazo, and Imbabura provinces), Laos (Saravane province), and Vietnam (Lai Chau province). The program is designed to accelerate the implementation of inclusive climate adaptation policies and practices led by women. It will directly benefit 4,110 people, nearly 70% of whom are women, and will strengthen more than 48 Civil Society Organizations (CSOs). The program focuses on key themes such as climate justice, gender equality, food security, and biodiversity conservation.

To achieve its goals, SGTF works directly with women leaders and networks, while also strengthening national and local civil society to advocate for women and youth's participation in policy development, governance, and decision-making processes regarding climate adaptation and natural assets. The program aims to accelerate the implementation of gender-transformative climate change adaptation policies and practices in Latin America and Southeast Asia through two interlinked specific objectives:

- 1) Support the deployment, scaling-up, and dissemination of ecosystem adaptation and conservation solutions by rural women.
- 2) Promote the emergence of an ecosystem of committed and competent stakeholders for adaptation and ecosystem conservation policies and practices that transform gender norms at local, national, and regional levels.

In Vietnam, the program is being implemented by CARE Vietnam, the Centre for Sustainable Development in Mountainous Areas (CSDM), and the Lai Chau Provincial Women's Union.

### **Purpose, and Objectives of the Baseline Study**

#### ***Purpose***

The baseline study will measure key conditions and indicators before the program starts, providing data to

assess progress and change. This data will help the program team adjust targets and set realistic indicator goals for each level of the program's log frame.

### **Specific Objectives**

The baseline study will be conducted specifically:

- Objective 1: To establish baseline values for the project indicators to enable measurement of the program's impact at the end of program intervention.
- Objective 2: To assess the measurability of the selected indicators and fine-tune the MEL framework for future measurement.
- Objective 3: To analyze the contextual issues in each intervention area: the knowledge and skills of women small-scale producers in agroecology, the dynamism of local civil society, gender norms, and GBV.
- Objective 4: To generate evidence-based recommendations that will be used by the program team for improving the program's strategies or approaches to best serve the impacted population.

### **Audiences and Data Use**

The baseline report will serve firstly as a source of information, reflection and insights for the project team and partners. It shall be presented to the project team (and partners as relevant) in a PPT format through a restitution event, during which the team may question or challenge the findings.

The final baseline report will then be shared with the program's donors (AFD and FLO). It needs to be structured as indicated in Annex A.

The external evaluator must provide CARE with, as a minimum, all files such as: quantitative data sets (raw and processed products) disaggregated by gender and anonymized, and transcripts of qualitative data coded by study themes. He/she must also apply best practices in terms of naming and labeling to facilitate its use by the program and key stakeholders.

### **Intellectual Property.**

"Work" shall include all Deliverables provided to CARE under this consultancy. All data, materials, documents, drawings, writings, program/source codes and related documentation, files, notes, and summaries referenced by, included within, and/or concerning the Deliverables, and any copies thereof.

- All rights, titles, and interests in and to the Work shall vest with CARE;
- The Work shall be deemed "Work Made For Hire," as that term is defined pursuant to 17 U.S.C. §101, by Service Provider for CARE;
- Consultant will take any actions, approved by CARE and at its expense, required to protect CARE's right in the Work;
- Upon request, the consultant shall provide CARE all originals, copies, or other media containing or comprising this consultancy. To the extent that Work may not, by operation of law, be a Work Made For Hire, this Agreement shall constitute an irrevocable assignment by Service Provider to CARE of the ownership of and all rights of copyright in, such items, and CARE shall have the right to obtain and hold in its own name, rights of copyright, copyright registrations, and similar protections which may be available in the Works. Service Provider shall give CARE or its designees or assigns, all assistance reasonably required to perfect such rights.

### **The study key themes and questions**

#### **Key indicators to measure at baseline:**

CARE will provide a guidance note for these custom indicators to the consultant.

- ✓ # Ambitious new, modified, or better implemented climate-related policies, legislation, multilateral agreements, programs, and/or budgets that increase the ability of people of all genders to adapt to the effects of climate change and/or promote climate resilience
- ✓ % of people of all genders who are using their resilience and adaptation capacities to the effects of climate change. To operate this indicator, the following indicators related to knowledge and know-how will be used:
  - # and % of people of all genders that apply at least 3 practices to protect or adapt their livelihoods in response to climate change, shocks and stresses
  - # and % of people of all genders that apply climate knowledge and/or information services to inform their climate adaptation strategies

- ✓ % of people who report equitable attitudes to social norms (according to the Gender Equitable Men scale)
- ✓ # and % of people of all genders who have actively participated in formal and/or informal climate-relevant decision-making spaces or processes
- ✓ # and % of people of all genders who have actively participated in climate-relevant decision-making at household level

**Context issues related to intervention areas:**

**Climate and disasters context:**

- What are the weather extremes (temperatures, precipitation, cyclones, floods, droughts, etc.) happening in the project areas, the situation, and trends over recent years?
- How do the impacts of weather extremes to the life, and livelihoods... of community people?

**Livelihood context:**

- What are the most important livelihood resources to different groups within the community?
- What is the economic status of different groups (ethnicity, geographic areas, disability groups)?
- Which livelihoods, agroecology, and adaptive capacities are most vulnerable to climate variability and disasters? How are they affected by them? and why?

**Access to and control over assets and services:**

- Which assets (e.g. land, rivers, other natural resources, livestock, etc.) and services are key for the ability of men, women, and youth to buffer shocks and adapt to changes,
- What degree of access to and control (i.e. decision- making power) over these do they have?
- Which of these assets and services come under the most stress from climate variability and disasters?
- How have gender inequalities in access to and control over these assets and services changed in the past or are currently changing, and why?

**Coping and adaptive strategies:**

- What strategies are currently employed to deal with shocks and stresses to the livelihoods of women, men and youth?
- What is the # and % of people of all genders who are already using their resilience and adaptation capacities (as defined in CARE guidance documents to be provided)?
- What is the # and % of people of all genders that are already applying which climate resilient practices? What are the factors that motivate/hinder them to apply the climate resilient practices?
- What is the # and % of people of all genders that already use climate knowledge and information?
- How different women and men applying the coping strategy, climate resilient practices and applying climate knowledge and information?

**Decision-making and participation:**

- How does the community view and prioritize risks from climate variability/change as compared to other risks?
- How do local planning processes work?
- How has the community climate decision making process evolved over time?
- What are the main factors that led to the decision-making process?
- In what ways do women, men and youth, disability people participate or make sure their interests are represented in local decision-making?
- When climate variability and change affect people's lives and livelihoods, who makes decisions over changes in resource distribution and practices? Who tends to benefit from these decisions, and who does not?
- Who influences and decides how natural resources such as land and water are allocated over time?

**Policy and social structure**

- What are the relevant policies/plans/legislation that CARE, and its partners hope to influence? What new or amended policies, legislation, programs, or budgets have been introduced that enhance

climate resilience and gender inclusivity? How do these policies address the ability of people of all genders to adapt to climate change? What gaps exist in the current policy landscape that could be targeted by the SGTF program?

### **Additional Questions**

#### **Gendered Access, Capacities, and Collective Action for Climate Adaptation and Ecosystem Preservation (linked to SO1)**

- What are the gender differences among women, men, and youth in the program areas in accessing knowledge to support climate change adaptation and ecosystem preservation? What barriers do women face in applying such knowledge?
- What are the gender differences among women, men, and youth in the program areas regarding capacities to support climate change adaptation and ecosystem preservation? What barriers do women face in applying such capacities? What capacities and knowledge are needed to support women and young people in the program areas to collectively act in adapting to climate change and preserving ecosystems?
- What are some of the effective community-based climate adaptation and conservation solutions in the program areas that can be scaled up or disseminated? How effective are these solutions?
- What capacities or abilities of networks and alliances of civil society organizations need to be strengthened to enable them to influence gender justice and climate justice?  
How can the program strengthen the collective voice and action of networks and alliances of civil society organizations especially women-led?

#### **Social Norms and Structural Barriers to Women's Participation in Climate Change Adaptation in Rural Communities (linked to SO 2)**

- Pre-existing data on attitudes towards social norms among the target population, if available.
- Any available historical data or benchmarks related to social norms and gender equity in the community or region, for comparison.
- Information on previous interventions or efforts by CARE or other organizations to influence social norms in the target area.
- Contextual factors that may affect attitudes, such as local culture, religious practices, or economic conditions.
- What are the most critical barriers, structural obstacles, discrimination and biases to the mobilization of rural women in the program areas regarding practices and decisions related to climate change adaptation at different levels (within households, communities, and at the institutional level)?
- What effective solutions or approaches can the program adopt to combat these critical barriers and structural obstacles at different levels (within households, communities, and at the institutional level)?

### **Gender Equality**

What are the most common unfavorable gender norms faced by women and youth in natural resource management, climate change adaptation practices, and related decision-making in the program areas? What are the aspects of the policies (laws, regulations, etc.) that inhibit access to natural resource management, climate change adaptation solutions, and related decision-making for the rural women in the program areas?

#### **Recommended methodological Approach:**

A mixed-methods approach is recommended, combining both quantitative and qualitative techniques. Qualitative data should complement and triangulate the information gathered through surveys.

**Document Review:** Collect and reference relevant policy documents, legislation, and program reports and assess their scope and objectives.

**For qualitative data collection method:** the consultant should employ purposive sampling techniques appropriate to the context.

**Key Informant Interviews (KIIs):**

- Conduct interviews with policymakers to gain insights into the relevance, formulation, implementation, and impact of these policies and identify the entry point and opportunities for advocacy
- Conduct interview with local authorities at different level on the social and economic context, local programs and planning to see the potential support and the alignment of local institutional structures.

**Focus Group Discussions (FGDs):** Engage with local communities representative groups including women’s groups, men groups, ethnicity groups to understand how these policies (or lack of thereof) affect their ability to adapt to climate change and the extent to which the policies are gender responsive and to understand the situation and factors associate with other project intervention areas.

**In – depth interview** technique can also be applied with community people represented of all gender and groups to explore further the information given the study questions.

**For quantitative data collection (survey),** the consultant will apply systematic random sampling, in which sampled households/individuals are selected using a sampling interval from an ordered list. Systematic random sampling orders the household population/individual list and then selects households/individuals at regular intervals from that ordered list. The sampling interval is calculated as follows:

$$k = \frac{N}{n}$$

Where:

k=sampling interval

N=Total number of impact population/beneficiaries/target population

n=Total sample size

After determining the sampling interval, a random starting element from 1 to k. will be chosen. For example, if the sampling interval (k) is 47, the first element is a random number between 1 and 47. Each subsequent element is selected by adding k to the previous element. The sample size will be calculated to achieve a 95% confidence level with a 5% margin of error. When calculating the sample sizes, the consultant should take note that there will be multiple target populations within this single survey. This will be based on the number of people targeted under each specific objective.

Gender equality is a key aspect of SGTF, so gender-sensitive protocols and processes for data collection and analysis must be established. All data should be collected and analyzed in a sex-disaggregated manner.

## **Study Areas**

The study will be conducted in 3 communes, Tan Uyen district, Lai Chau province.

## **Roles and Responsibilities**

### **Consultant Team**

The following are key responsibilities expected from the consultant:

#### **Preparation responsibilities:**

- 1) Review the program documents (e.g., logframe, proposal, etc).
- 2) Finalize the study design in close collaboration with CARE, considering program commitments and expected outcomes and impact.
- 3) Develop, finalize, and translate study tools in line with CARE’s commitments to gender equality and responsible data management.
- 4) Recruit, and train enumerators for data collection, ensuring a shared understanding of the study objectives, instruments, sampling protocols, and quality control mechanisms.

**Data collection responsibilities:**

- 5) Ensure quality data collection with a clear supervision plan and adequate human resources.
- 6) Conduct field data collection, including interviews, discussions, and photography (if needed), sufficient for the analysis of baseline questions.

**Data analysis and report-production responsibilities:**

- 7) Analyze quantitative and qualitative data collected
- 8) Produce and submit a draft report
- 9) Present baseline study findings to CARE and partners to seek input and comments for improving the report.
- 10) Incorporate input and comments from CARE and partners and share the final baseline study report.

**CARE Viet Nam****Preparation responsibilities:**

- 1) Provide key documents to the consultant team (eg. list of intervention villages, program log frame with impact and outcome indicators).
- 2) Provide inputs to the inception report for finalizing the study design (including sampling), methodology, and tools.

**Data collection responsibilities:**

- 3) Support in training enumerators.
- 4) Support in liaising with local partners and stakeholders

**Data analysis and report-production responsibilities:**

- 5) Reviewing a draft of the baseline report to provide input and comments for finalizing the report.
- 6) Participate in the dissemination of the findings

## Post baseline

- 7) Prepare a management response plan for the baseline recommendations

**CARE France and CARE CJC**

- 1) Provide inputs to the inception report for finalizing the study design (including sampling), methodology, and tools.
- 2) Reviewing a draft of the baseline report to provide input and comments for finalizing the report.
- 3) Participate in the dissemination of findings
- 4) Provide indicator guidance notes to the consultant

**Baseline timeline and deliverables****Timeline**

Task	Timeline	# of consultancy days
Submission of inception report	Week 2 Nov 2024	4
Training for interview team	Week 3 Nov 2024	1
Piloting household survey questionnaire		1
Data collection on field	Week 3 – 4 Nov 2024	12
Data analysis	Week 1 Dec 2024	6

Preparing the key findings in ppt format in English	Week 1 Dec 2024	4
Presenting the key findings with CARE team	Week 2 Dec 2024	0.5
Finalizing the key findings in ppt format	Week 3 Dec 2024	1
Report writing		8
Submission of the 1st draft report	Week 3 Dec 2024	
Submission of the 2nd draft report	Week 2 Jan 2024	
Finalizing the full report	Week 4 Jan 2025	
Total days		37.5

### Key Deliverables

The following deliverables will be produced and submitted by the consultant as part of this assignment:

- 1) An inception report is to be completed and submitted to CARE Vietnam within 7 days after the award of the contract (maximum 15 pages, excluding annexes with data collection protocol and data collection tools). At minimum, the inception report should detail the objectives of the study, the study design and methodology, key deliverables with timeframe, workplan, data collection instruments.
- 2) The fieldwork and data analysis are to be completed within 14 days after the award of the contract
- 3) A draft baseline report (not more than 40 pages, excluding annexes), including an executive summary, is to be completed and submitted in soft copy to CARE [office] within 21 days after the completion of data collection on field.
- 4) A presentation of preliminary findings (virtual meeting) is to be conducted within 14 days after the completion of data collection on field.
- 5) Stakeholder feedback and responses are to be submitted to the consultant within 7 days after receiving a draft baseline report from the consultant.
- 6) A final baseline report (not more than 40 pages, excluding annexes), including an executive summary, is to be completed and submitted in soft copy to CARE France by week 4 Jan 2025 after the award of the contract.
- 7) Data sets (raw and clean data set) and analysis results are to be submitted to CARE [office] within 7 days before the contract end-date.

### Expertise Required

**Areas of specialization:** Experience of program evaluation; civil society strengthening, gender issues, climate change and skills in policy influencing process.

For firms, the following shall also be required: Registration documents and the valid trading licenses /permit

#### Team Leader

- Masters' degree with strong biases in climate change, natural resources governance, advocacy and gender.
- Demonstrated experience of leading and conducting evaluations (leading at least 1, conducting at least 3 assignments) related to resilience building and climate change and natural resources governance and advocacy and gender.
- Experience of at least 5 years working in climate change and natural resources governance and advocacy and gender.
- Experience in relation to similar assignments with clear references (names, phone contacts and email contacts).
- Experience and skills for writing effective reports.

### **General**

- A demonstrated high level of professionalism and ability to work independently and in compliance with deadlines.
- Strong interpersonal and communication skills.
- Excellent spoken and written English, or Spanish or French.
- Good computer skills.

### **Annexes:**

The final baseline report should include at a minimum the following elements:

- Table of Contents
- Background/Program Description and Context
- Purpose and Expected Use of the Study
- Objectives of the Study
- Methodology (Including Sampling)
- Main Findings (including values for all outcome and impact level indicators)
- Recommendations
- Conclusion
- Annexes: (terms of reference for the baseline, timetable, survey instruments: questionnaire, interview guide (s), etc. as appropriate, sampling plan, and single frequency table for impact and outcome indicators mention in the log frame)

### **Application procedure:**

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to email: [Procurement@care.org.vn](mailto:Procurement@care.org.vn) by **25 October 2024**.

### **Applications include:**

1. CV
2. Research/survey proposal
3. Samples of similar reports.
4. Financial proposal

CARE is an equal-opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

*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 Team Leader.*