TERMS OF REFERENCES FOR CONSULTANT

Combined baseline assessment and gender and power analysis

Project title: Technologically Enhanced Agricultural Livelihoods (TEAL)
Location: 2 communes in Mai Son district – Son La province and 2 communes in Muong Ang district Dien Bien province
Duration: From 27 Oct – 30 Dec 2017
Reporting to: Portfolio Manager

1. Background information

CARE Vietnam (CVN) is the representative of CARE International in Vietnam. In adopting CARE International’s program approach, CVN has shifted the focus of our work from changes at the sectoral or geographical levels, to that of impacts for particularly marginalised and vulnerable groups of people – our program Impact Groups. CARE recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty, which contribute to exclusion and vulnerability of particular groups in society. Two programs have been designed by CVN to date. One focuses on significant and lasting change for Remote Ethnic Minority Women - who are land poor, have weak resilience to hazards and shocks, and in particular women; and the other focuses on Socially Marginalized People. The Technologically Enhanced Agricultural Livelihoods (TEAL) project is part of the Remote Ethnic Minority Women program and will be funded by the Australian Department of Foreign Affairs and Trade (DFAT).

Recognising the need for targeted and innovative development interventions in the middle-income context of Vietnam, TEAL’s impact group is ethnic minority women – one of the groups most at risk of ‘falling behind’ in Vietnam’s rapid development. Specifically, TEAL will target primarily Thai and H’Mong ethnicity women working in the Arabica coffee value chain. TEAL will also work directly with ethnic minority men, government authorities, mass organisations and private sector value chain actors to achieve benefits for women.

The Goal of the TEAL project is that: Ethnic minority women are visible, respected and productive actors in the Arabica coffee value chain. Three end of project (EoP) outcomes will contribute to this goal:

1. EoP 1: Ethnic minority women farmers are recognised as valuable actors in the Arabica coffee value chain
2. EoP 2: Ethnic minority women benefit from increased income from the Arabica coffee value chain
3. EoP 3: Ethnic minority women in the Arabica coffee value chain are financially included and supported by implementation of policy

TEAL will establish 30 mixed-sex women-led producer groups (12 in Dien Bien and 18 in Son La); producer groups will be the primary platform for the delivery of project activities targeting producers. To support the sustainability of producer groups and facilitate quick access to small amounts of credit for vegetable and coffee producers, Village Savings and Loans Associations (VSLA) will be established within each production group. Project will be implemented in 2 communes in Mai Son district, Son La province and 2 communes in Muong Ang district, Dien Bien province.
TEAL will contribute to CARE in Vietnam’s Remote Ethnic Minority Women (REMW) long-term program and builds on CARE’s experience promoting ethnic minority women’s empowerment in the northern mountainous areas of Vietnam. Its focus on women’s economic empowerment, financial inclusion, women’s voice and gender transformation are aligned with CARE’s global strategy, CARE’s Women’s Economic Empowerment Strategy, CARE Australia’s priorities and CARE’s Asia Financial Inclusion Strategy.

CARE International in Vietnam is seeking a consultant team (ideal team is composed by an international consultant and a national consultant) to conduct a combined project baseline assessment and gender analysis. The research is composed by 3 different research components includes:

1. **Gender Value Chain Assessment**: Focus on gender dynamics in the value chain (note: this component is complete for Dien Bien province).
3. **Baseline Assessment**: Design baseline and endline study. Implement baseline study to collect baseline data for project indicators.

CARE has developed a research framework combining these three research components. See Annex 1.

2. **Research objectives**

The overall objective of the gender and power analysis is to:

- Establish an understanding of the gender norms that affect to women’s meaningful participation, control and decision making roles at household level, public spaces and in the target value chain;
- Provide recommendations for gender transformative strategies to be implemented by the project.

The overall objective of the baseline assessment it to:

- Establish the baseline information that serves for before-and-after comparison with the final evaluation
- Make recommendations (if relevant) on updates to M&E framework indicators including suggested endline targets

To attain the above gender and power analysis objectives, the consultant is expected to respond for the following **key research questions**:

I. What are the existing gender norms, values and roles that relating to decision making, assess and control over household and public resources and services such as: income, productive assets...

II. What are the existing gender norms, values and roles that relating to the targeted value chain?

III. To what extent do these existing gender norms, values and roles affect women’s participation, control and decision making role at household and public space and in targeted value chain. What different impacts to women and men?
To attain the objectives of baseline survey, the consultant is expected to respond for the following key research questions:

IV. What is the baseline status of project indicators in terms of: decision-making and control over production and assets, household incomes and expenditure; gender-equitable attitudes; women’s leadership in producer groups; access to inputs and market information; inclusion of producer group interests in Provincial/District/Commune level socio-economic and/or sector development plans; average household net income?

V. Do any indicators and interventions need to be adjusted compared to the approved project document?

VI. What are the perceived causes, motivations and barriers for targeted beneficiaries to improve in these domains?

3. Methodology & sample size

Methodology: This research will use both qualitative and quantitative research methods:

- **Gender value chain analysis:** The methodology for the gender value chain analysis has been designed, and uses Oxfam’s Gender Action Learning System (GALS) tools1;

- **General gender and power analysis:** GALS will be complemented by the general gender and power analysis will use participatory qualitative research tools within focus group discussions and in-depth interviews. It will be based on CARE’s Good Practices Framework for Gender Analysis2.

- **Baseline-endline assessment:** The component of surveying the baseline-endline indicators’ status will be conducted by quantitative research method with a structured questionnaire tool. People with a disability will be identified using the Washington Group Short Set of Disability Questions (or adapted version).

Sample and sampling strategy: TEAL will not only targeted in ethnic minority women but also work directly with ethnic minority men, government authorities, mass organisations and private sector value chain actors. As such, the research samples needs to include the different stakeholders involved in this project. TEAL will establish 30 mixed-sex women-led producer groups: 12 in Dien Bien and 18 in Son La, each group may contain 25-30 producers. The sample size of targeted ethnic minority women and men need to be representative for the total estimated number of producer groups’ members and to reflect the characteristics of potential producer groups’ members (women and men from the Thai and H’Mong ethnic groups with different social and economic status, living in project sites and producing coffee). The sample size will not exclude people with disability as CARE also works with particularly marginalized and vulnerable groups of people.

The consultant will propose the sample size and sampling strategy in the research protocol to best cover the description on the project targeted beneficiaries above and best suited to the baseline research objectives, project and local context through. There will be different sampling strategy for


baseline-endline and General Gender and Power Analysis components. The sampling strategy for the Gender Value Chain Assessment component will align with existing methods used in the Dien Bien Province. These will be fully developed and finalized in consultation with the CVN MEL person and project management team.

The research process should be participatory, incorporating a cross section of key stakeholders, including but not limited to, participants, local government institutions, and local/national partners. All data and findings should be disaggregated and analyzed by sex, age, ethnicity, disability and value chain.

Scope of the Consultant’s Work

The consultant will report to CARE’s REMWE Portfolio Manager but will work closely with the Monitoring, Evaluation and Learning (MEL) Specialist and other project team members. The scope of work is outlined below:

- Desk review: Analysis of existing and relevant documents such as the TEAL design and MEL Framework, findings of the gender value chain analysis in Dien Bien, and other policy analysis reports. This desk review will identify data gaps and inform the scope of the field work.

- Design research protocol for each component (baseline-endline and General GPA) including: sample size and sampling strategy, research methods, data collection tools, detailed fieldwork plan (for baseline and General GPA only), analysis plan, and quality control plan.

- For baseline and General GPA - Taking lead in primary data collection at the field with support from MEL team.

- For baseline and General GPA:
  - Data composing, cleaning and analysis
  - Developing a presentation on research key findings (PowerPoint format)
  - Writing the final report. Final report for baseline should include recommendations for endline targets.

4. Deliverables

1. An approved research protocol for each component outlining the research approach/methodology (including sampling techniques and calculations, analysis framework, final data collection tools and training materials for enumerators’ training sessions) and the proposed detail work plan. This research protocol should build on the preliminary work done by the CARE team on the TEAL gender value chain assessment. The research protocol for the baseline should also include the proposed research protocol for the endline assessment.

2. Raw dataset as collected by the data collection tools (both quantitative and qualitative data with electronic formats), original records and transcripts (if recording), all completed questionnaire (may be hard copies or in software), code book.

3. Presentation of the key findings (PowerPoint format) to accommodate the views of CARE and stakeholders’ suggestions or recommendations
4. Research report (outline provided at Annex 2) of no more than 30 pages, excluding annexes, including:
   - An executive summary (one page)
   - Introduction and background
   - Objective, scope and research methodology
   - Research findings and analysis
   - Conclusion and recommendations
   - Annexes including table presents baseline information against log-frame indicators.

5. **Preparation and Logistical Support**

   All documents will be sent to the CARE’s project team at least 2 week before field works for review and agreement on the methodology and report to ensure its quality in consistence with CARE’s expectation. It is expected that the fieldwork will be launched by the first week of November 2017 and the final deliverables will be available by 4th week December 2017.

   CARE will provide all required logistical support such as accommodation, transportation to/from/within project areas as well as arrangement of meetings and field visits for the data collection.

6. **Work plan**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>National consultant</th>
<th>International consultant</th>
<th>Timeline (2017)</th>
<th>Estimated working day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk review</td>
<td>Home base</td>
<td>x</td>
<td>x</td>
<td>3rd week of October</td>
<td>2</td>
</tr>
<tr>
<td>Developing and finalizing the research protocol</td>
<td>For the baseline-endline survey component</td>
<td>Home base</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For the gender value chain analysis and general gender and power analysis</td>
<td>Home base</td>
<td></td>
<td>x</td>
<td>4th week of October</td>
<td>2</td>
</tr>
<tr>
<td>Leading and quality assurance for the data collection (field work)</td>
<td>For the baseline survey component</td>
<td>Son La and Dien Bien provinces</td>
<td>x</td>
<td>2nd week of November</td>
<td>12</td>
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<tr>
<td>For the gender value chain analysis and general gender and power analysis</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td>12</td>
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</table>
Data entry, clean and analysis
For the baseline survey
Home base
For the gender value chain analysis and general gender and power analysis
Home base/CVN office

Develop and present the key findings for the whole research
Home base/CVN office

Report writing and finalizing
Hanoi

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<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Duration</th>
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<tr>
<td>Data entry, clean and analysis</td>
<td>HOME base</td>
<td>3</td>
</tr>
<tr>
<td>For the baseline survey</td>
<td>HOME base</td>
<td>3</td>
</tr>
<tr>
<td>For the gender value chain analysis and general gender and power analysis</td>
<td>HOME base/CVN office</td>
<td>4th week of November</td>
</tr>
<tr>
<td>Develop and present the key findings for the whole research</td>
<td>HOME base/CVN office</td>
<td>3rd week of December</td>
</tr>
<tr>
<td>Report writing and finalizing</td>
<td>Hanoi</td>
<td>3rd week of December</td>
</tr>
</tbody>
</table>

Total of working days
National consultant: 19
International consultant: 25.5

7. **Consultants qualification requirement**

   **National consultant who works mainly for baseline study and get involvement in field data collection for gender and power analysis component:**
   - At least 5 years experienced in research skills focused on quantitative research and MEL
   - Skillful and experienced in conducting qualitative interviews

   **International consultant who responsible for conducting gender and power analysis component is expected to:**
   - Have at least 10 years experienced in research skills focused on quantitative research and MEL
   - Demonstrated experiences of gender analysis
   - Experienced with value chain area
   - Have analytical skill
   - Very good written and verbal communication skills and quality report writing skills in English.

   **For both International and National consultant:**
   - Familiar with working with ethnic minority or marginalized groups, is open to other cultures, and is respectful to other people’s ways of living;
   - Experience with the Vietnamese development context

8. **Application**
Interested candidates should send (i) CVs in English, (ii) a baseline survey proposal including innovative proposed methodology, sampling, fieldwork plan, data processing and analysis proposal, quality insurance plan, (iii) proposed budget, and (iv) an example of a previous similar piece of work to:

Procurement3@care.org.vn by 15 October 2017

CARE International in Vietnam
Zone B1, 9th floor, CDC Building, 25 Le Dai Hanh Str., Hai Ba Trung District, Hanoi, Vietnam

Only short-listed applicants will be contacted for interviews. Please do not make 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 reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.
ANNEX 1: Research framework

Overview of approach:
The TEAL Gender and Power Analysis (GPA) will explore six areas of enquiry from CARE’s Good Practices Framework for Gender Analysis. Data for the GPA will be drawn from three research components:

4. **Gender Value Chain Assessment** (*qualitative*): Focus on gender dynamics in the value chain.
5. **General Gender and Power Analysis** (*qualitative*): Complement and fills gaps in the gender VC assessment.
6. **Baseline Assessment** (*quantitative*): Collect baseline data for gender project indicators.

<table>
<thead>
<tr>
<th>Area of enquiry</th>
<th>Key questions / indicators</th>
<th>Tools</th>
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</table>
| Sexual / gendered division of labour        | • What are the gender norms, values and roles relating to the target value chain (including in the household)?  
• How do gender norms, values and roles affect women’s participation in value chain development?  
• How is this different for different women and men (i.e. wife/daughter-in-law, mother-in-law, husband/son, father-in-law)?  
• How do gender norms, values and roles affect women with disabilities and/or women who have caring | Gender VC analysis:  
• GALS: Value chain Gender Action map  
• GALS: Livelihood/ market mapping  
GPA:  
• FGD with women and men (questions to be added onto GALS discussion for Son La, questions to be added to |
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<th>Tools</th>
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| Decision-making | responsibilities for people with disabilities from participating in value chain development?  
• How can mechanization of some certain tasks negatively impact the poorest who earn a living from day labour?  
• What are the differences between men and women in controlling income from livelihood activities?  
• How do gender norms, values and roles affect men and women’s control over income?  
• Do women suffer violence resulting from conflicts in decision-making?  
• How are household decisions made?  
• Who is involved in key decisions concerning the household (i.e. income and expenditures, education, etc.) and how are negotiations about these decisions managed?  
• In what kinds of decisions do women participate? Or decide on their own? (Household management, schooling for children, etc.)?  
• What are household norms and community expectations in terms of decision-making processes? | Number and percentage of REMW, who (report they) are able to equally participate in HH financial decision making [CI global indicator]  
Gender VC analysis:  
• GALS: Livelihood/market mapping  
GPA:  
• Pile sorting (or income/expenditure activity?)  
• FGD with women and men  
Baseline survey questionnaire |
| Control over productive assets | What are household norms on the management of productive assets between men and women?  
• How do women negotiate control of productive assets? How does this compare with men?  
• How do societal norms, policies or programs influence accessibility of productive assets for women?  
• What are the positive and negative consequences for women who successfully control assets? What are the positive and negative consequence | Number and percentage of women producer group members accessing quality inputs and market information [WEAI indicator]  
Number and percentage of REMW report increased household income [Remote Ethnic Minority Women Program indicator]  
Baseline survey questionnaire |

| GPA:  
• FGD with women and men  
• Desk review  
• Some sort of asset mapping tool  
Baseline survey questionnaire |
<table>
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<th>Key questions / indicators</th>
<th>Tools</th>
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<tbody>
<tr>
<td>Access to public spaces and services</td>
<td>Focus on productive inputs/services: &lt;ul&gt;&lt;li&gt;How do men and women (including people with disabilities) access services?&lt;/li&gt;&lt;li&gt;What are the elements affecting men and women, including people with disabilities’, access to services related to coffee (for example: gender norms, values, roles, policy implementation, men and women’s capacity, cultural practices, village regulations)?&lt;/li&gt;&lt;li&gt;Who (agencies or individuals) have influence on this access, why?&lt;/li&gt;&lt;/ul&gt; Focus on general mobility and financial services: &lt;ul&gt;&lt;li&gt;Can women move freely within and beyond the community alone? How is this different for men?&lt;/li&gt;&lt;li&gt;What personal skills, abilities, information, knowledge or attitudes will a man or woman need to be able to access services?&lt;/li&gt;&lt;li&gt;Are adequate services equally accessible to women and men? (financial, extension)&lt;/li&gt;&lt;/ul&gt;</td>
<td>Number and percentage of REMW who are active users of financial services (disaggregated by formal and informal services) [CARE International global indicator] Gender VC analysis: &lt;ul&gt;&lt;li&gt;GALS: Value chain Gender Action map&lt;/li&gt;&lt;li&gt;GALS: Livelihood/ market mapping&lt;/li&gt;&lt;li&gt;In-depth interview&lt;/li&gt;&lt;/ul&gt; GPA: &lt;ul&gt;&lt;li&gt;FGD with women and men (questions to be added onto GALS discussion for Son La, questions to be added to baseline FGDs for DB)&lt;/li&gt;&lt;/ul&gt; Baseline survey questionnaire</td>
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<td>Claiming rights &amp; meaningful participation in public decision-making</td>
<td>• Who are the most influential in value chain? • Who benefit the most from the value chain?</td>
<td>• Are women in leadership positions? • What social or livelihood networks (cooperatives, labor groups, VSLA) do women benefit from or contribute to? • % women holding leadership positions in targeted producer groups</td>
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<tr>
<td>Area of enquiry</td>
<td>Key questions / indicators</td>
<td>Tools</td>
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<tr>
<td>Area of enquiry</td>
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<td>GPA:</td>
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<tr>
<td>How change can be made to improve the distribution of benefit in the value chain (including for people with disabilities)?</td>
<td>Do family members or neighbors encourage or support participation? Do husbands support wives? Do parents-in-law support daughters-in-law? Do women support one another?</td>
<td>FGD with women and men (questions to be added onto GALS discussion for Son La, questions to be added to baseline FGDs for DB)</td>
</tr>
<tr>
<td>Violence &amp; restorative justice</td>
<td>Do women suffer violence resulting from conflicts in decision-making?</td>
<td>What are current types and rates of violence (domestic, sexual harassment, trafficking, child marriage)? What relationships (e.g. in-laws, parents, neighbors, relatives, authorities, etc.) affect women and men’s decision-making on marital status, choice of marital partner? What are men’s and women’s attitudes or beliefs toward violence, and what is considered “normal” in this context?</td>
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<tr>
<td>Gender VC:</td>
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<td>GPA:</td>
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<td>Gender VC:</td>
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<td>Gender VC:</td>
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<td>Number and percentage of ethnic minority men and women expressing attitudes that support gender-equitable roles in family life [REMW program indicator]</td>
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ANNEX 2:

Report on the combined baseline assessment and gender and power analysis for the Technologically Enhanced Agricultural Livelihoods project

Executive Summary (1p)
Introduction (2p.)

Project Rationale
Dien Bien and Son La Context

Objective, scope and research methodology

Purpose of the Research
Scope of the Research
Methodology
Limitations

Results (research findings and analysis)

Gender and Power Analysis

Sexual and Gender Division of Labour
Household decision-making and control over productive assets
Access to public spaces and services
Claiming Rights & Meaningful participation in Public Decision-Making
Control over One’s body and Gender-based Violence

Gender Value Chain Analysis

Value Chain Analysis: Actors/Stakeholders
Roles of Women and Men in the Value Chain

Findings against CARE’s Gender Equality Framework

Agency
Relations
Structure

Conclusion and recommendations

Annexes