

Terms of Reference for Consultancy Service

Project Title:	Enhancing Women's Voice to Stop Sexual Harassment (STOP)
Consultancy Title:	Sexual Harassment Prevention Quality and Monitoring Consultant
Location:	Home based (ideally in Mekong region) with frequent travel
Consultant reports to:	Project Director
Terms	Up to 70 days from February 2019 to October 2019

1. About CARE Australia

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on gender equality, working with men, women, boys and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE Australia (CA) is a member of the CARE International confederation. We strive for a world of hope, tolerance and social justice, where poverty has been overcome, and people live in dignity and security. We depend on support from the Australian public to carry out our work.

Over 30 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergencies in countries as diverse as Vanuatu, Nepal, and East Africa. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

Using our Gender Equality Framework, CARE places gender equality at the centre of all our work, both in our programs and in our organisation. By working in a gender transformative way with women, men boys and girls we are committed to gender equality and women and girls' empowerment, improving and transforming gender relations and structures to work towards gender equality and justice at all levels of society.

Transformative change means addressing the structural causes as well as the symptoms of gender inequality, with the aim of achieving lasting change in the power and choices women have over their own lives, rather than just a temporary increase in opportunities.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting and promoting the rights of children in all areas we work around the world. CARE Australia is committed to preventing sexual harassment, exploitation and abuse.

2. About the Project

Enhancing Women's Voice to Stop Sexual Harassment (STOP) (2017-2021) is funded by CARE Australia and the Australian Government through the Australian NGO Cooperation Program (ANCP) and the Gender Action Platform. With partners in Laos, Cambodia, Vietnam and Myanmar, STOP targets sexual harassment as a key obstacle to achieving women's economic rights at national levels through improved policy settings and better workplace practices and protections in garment factories.

STOP builds on a solid foundation of current programming on women's economic empowerment and eliminating violence against women, where CARE currently has several programs focusing on migrant urban women marginalised by gender, occupation and migration across the Mekong (Laos, Cambodia, Vietnam and Myanmar).

The project is currently in its second year of implementation, over a four-year period. The project is already implementing in factories in Cambodia (19 factories) and is part way through adaptation of factory based workplace prevention packages in Laos (10 factories), Vietnam (6 factories) and Myanmar (6 factories).

The project is working with industry, government and union stakeholders to develop model workplace policies, implementation guidelines and training for male and female factory employees. In addition, it is working with factory leaders to gain buy in and support for prevention and response to sexual harassment. The project is working in networks with other civil society and multilateral actors (ILO) in Myanmar and Vietnam to effect policy change.

STOP contributes to and operates alongside broader efforts by CARE International to promote Dignified Work in the Asia region. CARE defines Dignified Work as Decent work underpinned by a gender transformative approach. Dignified work means that women not only achieve a living wage and income equality but that they have full access to work, progression and control of the economic benefits, with the necessary support and protections at work and home and without threats of violence. Dignified Work tackles the root causes of worker poverty, and while it focuses primarily on women, it involves the full participation of men in changing social norms, and long-term benefits to men and boys.

3. Objectives of the Consultancy

The Consultant work under the direction of the STOP Project Director.

The Consultant will build on the project's initial 18 months of implementation to quality monitoring, review and adjustment of factory-based workplace packages to prevent and respond to sexual harassment. The Consultant will adopt a capacity development approach in all activities.

In particular, the key objectives of the assignment will be:

Package Adaptation and Development:

- Support with technical advice any *outstanding* package adaptation activities, including but not limited to training materials for garment factory workers, training materials to support Human Resource Managers and Sexual Harassment Prevention Committees

Package Testing and Improvement

- Leading and coordinating monitoring, review and reflection in relation to implementation of workplace based packages as contextualised across the four country office sites
- In response to results and lessons, recommending and coordinating real-time improvement and development of the SH Prevention Model for Garment Factories across Cambodia, Vietnam and Myanmar, with a particular focus on
 - Women's Voice
 - Social Norms change

Capacity Development Support

- Support CO teams to undertake and improve capabilities to undertake: local monitoring activities and country level data entry, management and analysis for management decision making
- Supporting project tracking, planning and reporting around the project cycle management support, including supporting the Project Director and Country teams with planning and reporting (May and August respectively).

4. Methodology

The Consultant will work in person and via distance with up to four Country Offices (CO) and STOP staff in Laos, Vietnam, Myanmar and Cambodia.

The Consultant is expected to travel to CO sites – at least two visits per CO during the consultancy period. Trip length and duration will be negotiated with CO teams and will depend on the consultant's home location. Consultants located outside the Mekong may need to condense travel e.g., 2 x 3-week trips.

The Consultant will support the Project Director in the coordination of regional activities including planning and reporting cycles, through providing quality support to teams throughout these processes. The Consultant will participate in weekly planning discussions and will initiate and drive CO planning discussions.

5. Deliverables of consultancy assignment:

- Briefing and project engagement
 - Familiarise with core project documents, project practice to date and findings of the Mid Term Review
 - Familiarise with the M&E Guidance for the project, M&E Framework and project M&E partnership with University of New South Wales
- Package adaptation and Development
 - Package adaptation – if required
 - Support outstanding package adaptation in STOP country offices if required (from March 2019)
- Package Testing and Improvement
 - Undertake monitoring, review and reflection with the CO teams to enable the tracking and measurement of results against the project MELF
 - Mid Term Review workshop (25 March 2019, Yangon)
 - Field visits
 - Reflection exercises
 - Fortnightly calls
- Learning and Capacity Development
 - Support CO teams and the Project Director to implement changes in the project in response to mid-term review findings
 - In-country, and by distance, support Country offices to embed monitoring and data capture within packages at the workplace level, support and verify this implementation
 - Support Country Office teams with ongoing management of data, and use of data in management decision making regarding the effectiveness of workplace based packages
 - With the Project Director, identify opportunities for dissemination of good practice and lessons learned and document these (e.g. up to 2 learning/briefing papers)
 - Support ongoing information sharing across COs on the SH training package implementation as appropriate to team needs and resources.
- Project Cycle Support
 - Support CO teams to develop annual plans and reports to reflect lesson learned, data captured, and plan adaptively to emerging evidence about project and package effectiveness
 - 4 X Annual Plans reviewed and comments
 - 4 X Annual Reports reviewed and comments
 - Drafting of combined annual plans (x2)
 - Drafting of combined annual reports (x2)

6. Expected timeframes for the consultancy assignment:

Proposals Due: 25 November
 Interviews: week commencing 3 December
 Consultant Selected: By 13 December
 Consultant Contracted: January 2019
 Consultant Commences: Jan/Feb 2019

Action	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov
Briefing and onboarding	3 days									
CO Team engagement and handover	2 days									
PACKAGE ADAPTATION (up to 13 days)										
Workplan for package adaptation (if required)	x									
Package development and adaptation support	x	x	X							
PACKAGE TESTING AND IMPROVEMENT (25-33 days)										
Package Testing and Improvement Workplan		x								
Country Visits		x	x		x	x		X (tent)		
Country Team Support via distance		x	x	x	x	x	x	x	x	
LEARNING AND CAPACITY DEVELOPMENT (up to 20 days)										
Mid Term Review Workshop		5 days								
Support country teams to implement changes in response to findings from the mid term review			x	x	x	x	x	x		
In-country, and by distance, support Country offices to embed monitoring and data capture within packages, support and verify this implementation		x	x	x	x	x	x	x	X	
Support Country Office teams with ongoing management of data, and use of data in management decision making regarding the effectiveness of workplace based packages		x	x	x	x	x	x	x	X	
Support ongoing information sharing across COs on the SH training package implementation as appropriate to team needs and resources.			x	x	x	x	x	x	x	

With the Project Director, identify opportunities for dissemination of good practice and lessons learned and document these (e.g. up to 2 learning/briefing papers)								X	X	X	
PROJECT CYCLE SUPPORT (5 days)											
Support CO teams to develop annual plans and reports to reflect lesson learned, data captured, and plan adaptively to emerging evidence about project and package effectiveness			X	X			X	X			
4 X Annual Plans reviewed and comments Drafting of combined annual plans (x2)				X	X						
4 X Annual Reports reviewed and comments Drafting of combined annual reports (x2)								X	X		

7. Roles and responsibilities within CARE:

CARE Australia will be responsible for travel and accommodation costs related to travel for this assignment

The Consultant will be managed by the Project Director, STOP.

8. Roles and responsibilities of the Consultant:

The consultant will be required to cover their own travel insurance for the duration of the assignment.

The consultant will be required to *include* per diems within the proposed daily rate.

The consultant must be able to attend the mid-term review / annual reflection workshop in Yangon week commencing 25 March 2019.

9. Experience and Qualifications of the Consultant/Service Provider:

The consultant should have the following qualifications and experience:

- Post-Graduate University degree in a relevant discipline, including Public Health, Gender, Psychology, Social Sciences or extensive experience in lieu of degree
- A minimum of 7 years' experience working in the gender-based violence and ideally sexual harassment; ideally focussed on the garment industry in SE Asia (other relatable experience will be considered).
- Demonstrated excellence in technical skills in preventing and responding to gender-based violence.
- Demonstrated commitment to and competency in development of gender transformative programming and project approaches including capability development of staff.
- Demonstrated monitoring and evaluation skills, with, or ability to develop rapidly, skills in adaptive program management and /or Outcome Harvesting
- Demonstrated ability to put Monitoring, Evaluation and Learning plans into practice and support data collection and quality
- Excellent written and verbal communication skills in English.
- Excellent intercultural skills including demonstrated intersectional, feminist and participatory praxis.
- Demonstrated ability to be proactive, organised, efficient and self-directed.
- Demonstrated high level organisational and time management skills including the ability to manage workflows and balance competing priorities to ensure timely processing to meet deadlines.

10. Application Process:

All interested applicants are required to provide a technical and financial proposal of no more than four pages, by email. The applicant must include their CV as an annex to this. Please include at least two professional references (name, relationship, and email and contact number) that can be easily contacted by CARE. CARE is open to considering applications from a team of up to 2 consultants. Value for money considerations will be applied in the recruitment process.

Applications that don't contain these components will not be considered.

Applicants should be submitted to: suzi.chinnery@careint.org

Deadline: Sunday November 25 (midnight Phnom Penh Time – GMT+7).