

TERMS OF REFERENCE(TOR)
TO CONDUCT GENDER AND POWER ANALYSIS FOR SPONSORSHIP PROGRAM

1. Background on Save the Children

Save the Children is the leading global independent organization for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

2. Background on the Sponsorship Program

Save the Children (SC) has been implementing a Child – Centered Community Development Program in Lao Cai (Sponsorship-funded program) since 2013. Lao Cai is a mountainous and multi-ethnic province in the north of Vietnam. The goal of the program is to ensure that all children in the impact area are healthy and educated and become nurturing caregivers and positive contributors to society.

The integrated program consists of 5 components, namely Early Childhood Care and Development (ECCD), Basic Education (BE), School Health and Nutrient (SHN), Adolescent Development (AD) and Child Protection (CP). The program period is 15 years and has been implemented in 48 communes in 5 districts of Lao Cai province (Bat Xat, Bao Thang, Bao Yen, Muong Khuong and Van Ban). **The program aims to achieve the following specific objectives:**

- Improved child development outcomes and caregiving knowledge and practices for children 0-6 years;
- Improved learning outcomes for all children through quality basic education (6 – 14 years);
- Improved nutrition status and reduced incidence of water- and sanitation related health problems through improved health and nutrition related knowledge, attitudes, practices and behaviors for all boys and girls (0-18 years);
- Adolescents are equipped to make a healthy and successful transition through puberty to young adulthood (10 – 24 years).

- Reduced all forms of abuse and promoted safer home, community and school for children. (0-18 years)

The program partners: In order to deliver this program in Lao Cai we partner with the Provincial Department of Education and Training, the provincial Department of Health; the District People Committees of five districts (Bao Yen, Van Ban, Bao Thang, Bat Xat, Muong Khuong)

The program is now in its quality implementation phase. Advancing gender equality is essential to promote children’s rights and wellbeing. As a starting point for the implementation of gender mainstreaming in Sponsorship program, we are going to conduct a comprehensive gender and power analysis (GAP analysis) in our impact area (Lao Cai province). *Results of this GAP analysis will inform our program design and implementation to advance gender equality across key activities in the program. We are now seeking for a qualified consultant(s) to support us to conduct this GAP analysis.*

3. Study objectives and research questions

The GAP analysis is expected to address the following research questions.

General research questions

General research questions must be addressed across key activities selected for this analysis:

- What are the personal, interpersonal, community and societal barriers that perpetuate gender inequalities?
- How does this interact with other factors of intersectionality such as disability, ethnicity, sexual minorities (SOGIE) ect?
- What the sponsorship program already been doing in gender equality?
- What should be done to promote gender equality within Sponsorship program and to make sure that these key project interventions and activities do not cause harm by reinforcing existing inequalities?

Specific research questions

Specific research questions by key activities selected in each component are listed in the table below. However, the consultant is expected to work closely with program team to have a better understanding of the program context to further refine these key questions.

Table 1. Key research questions that should be addressed in the GAP analysis

Component	Key activities to focus on in this analysis	Key research questions
Early Child Care and Development; and	Parent clubs (Caregiver workshops to support	<ul style="list-style-type: none"> • How do gender inequalities affect the overall developmental outcomes of pre-school and primary school-aged children?

Component	Key activities to focus on in this analysis	Key research questions
Basic Education components	children to learn Literacy and Math at home). (Note: In 2021, we have 56 parent clubs from pre-school students' parents and 74 parent clubs for primary children's parents	<ul style="list-style-type: none"> • What are the differing roles of mothers and fathers and patterns of decision making in supporting their children's learning and caregiving practices? • What should be improved to promote gender equality when implementing this activity in the coming years?
Adolescent Development component	In-school adolescent clubs for Adolescent Sexual and Reproductive Health (Note: In 2021, we have 96 in-school ASRH clubs in 56 lower secondary schools)	<ul style="list-style-type: none"> • What are the gender-related risk factors for adolescents in terms of their sexual and reproductive health issues? • How are existing mechanisms and interventions gender-friendly? And what are the gaps? • What should be improved to promote gender equality when implementing this activity in the coming year?
Child Protection component	Note: Child Protection is integrated into Parenting clubs and In-school adolescent clubs (mentioned above)	<ul style="list-style-type: none"> • What are the gender risk factors for children in term of experiencing child protection issues? • What should be improved to promote gender equality when implementing this activity in the coming year?

4. Methodology

Under this consultancy, a GAP analysis is defined as “a type of action research which examines unequal power relations and how systems of oppression intersect and impact people's ability to exercise their rights”. The current GAP analysis should be guided by three key frameworks, namely gender and power framework, child-centered approach and socio-ecological model and should use intersectional approach.

The following six domains should be used in this GAP analysis. However, the domains of analysis should be tailored for each component where appropriate.

- 1) Laws, policies, regulations and institutional practices
- 2) Social norms, beliefs, and practices
- 3) Roles, responsibilities and time use
- 4) Patterns of decision making

- 5) Access to and control over resources
- 6) Safety, dignity and wellbeing.

The consultant is expected to review current literature (gender analyses, gender assessments and other research) on gender in Lao Cai (or other provinces of similar contexts) and program documents / annual reports. Sex-disaggregated program data should be collected and analyzed to reveal differences between girls, women, boys and men.

The consultant might use a variety of qualitative data collection methods such as in-depth interviews, focus group discussions, observation with various stakeholders to shed light on the above research questions. Primary data collection is expected to conduct in 3 communes in 3 districts of Lao Cai, including Bao Yen, Van Ban and Muong Khuong which represent the most popular ethnic minority groups in Lao Cai (Dao, Mong, and Tay).

5. Location and official travel involved

For primary data collection in the field, the consultant is expected to travel to Bao Yen, Van Ban and Muong Khuong districts of Lao Cai.

6. Services the Supplier will provide

The consultant is expected to be responsible for the following tasks:

- Reviewing available literature on gender in Lao Cai or similar context
- Review project documents and annual reports (including project description, project reports, midterm performance evaluation, program database, annual plan, MEAL Plan, etc.)
- Developing a detailed research protocol and data collection tools (refer to GAP analysis tool and social inclusion analysis tool provided by SC)
- Supporting program staff in obtaining ethical approval for the study from SC US's ERC
- Recruiting and training enumerators (if required)
- Conducting field data collection, data entry, data cleaning and data analysis
- Writing a final report including an executive summary (in both English and Vietnamese) and a short PPT presentation, covering all research questions as well as providing recommendations for promoting gender equality within Sponsorship program from now on until 2024.
- Presenting the key findings to team members and relevant stakeholders.

In the whole process of this consulting service, the consultant will receive technical and logistical support from Save the Children.

Proposed timeline of this consultancy is as follows:

No	Activity	Working days (tentative)	Expected outcomes	Timeline (tentative)
1.	Review project documents, available reports and relevant papers.	2		First week of September 2021
2.	Develop a detailed technical proposal, data collection tools, and proposed outline of the final report	4	Proposal/protocol and tools (English and Vietnamese)	Second week of September 2021
3.	Conduct field work	7		Second week of October 2021
4.	Qualitative data processing and analysis	7		Third week of October 2021
5.	Writing the report	8	Draft report (in English and Vietnamese)	Fourth week of October 2021
6.	Revise and finalize the report based on comments from CO's and TAs	1.5	Final report (English and Vietnamese)	First week of November 2021
7.	Provide a short presentation on study key findings to program staff and stakeholders	0.5	Presentation (in English and Vietnamese)	Second week of November 2021
	Total	30		

7. Experience and skill set required

- Master degree in relevant disciplines (such as social sciences, women studies, public health, community development, etc.). PhD degree is preferred;
- Demonstrated experience of providing similar services in Vietnam, especially in the context of northern provinces and with ethnic minority groups;
- At least 5 years of work experience in gender work or gender-related studies;
- At least 5 years of experience in conducting qualitative research with children in the last 10 years;
- A good understanding of local cultures and context is an asset;
- Candidates who have rich experience in thematic analysis and using qualitative data analysis software such as NVIVO, MAXQDA, Atlas.ti) are preferred;

- Good command of both written and spoken English and Vietnamese;
- Excellent collaboration skills and ability to produce quality work within deadline and under pressure.

8. Expected Deliverables

The selected consultant will be required to deliver the following deliverables to SC:

- Deliverable 1: A detailed technical proposal of the GAP analysis and data collection tools
- Deliverable 2: Products of primary data collection, including all audio files, transcripts, observation notes
- Deliverable 3: Analysis final reports (in both English and Vietnamese) and a PPT presentation on the key findings. The narrative report should not be over 30 pages (excluding annexes)

Status updates/reporting

The Supplier shall provide the below status updates for the duration of the services:

- Weekly progress update with project team through email during the period of developing technical proposal and data collection tools.
- Daily debriefing sessions with project team members during field work to share key findings and challenges
- Weekly progress update via email with project team after the completion of field data collection until the finalization of the report.

Acceptance

- Deliverables 1 (Proposal and data collection tools) – to be accepted by Sponsorship Program Manager and TA within 15 working days of delivery date.
- Deliverables 2-3 (products of primary data collection, research report and presentation) – to be accepted by Sponsorship Program Manager and TA within 15 working days of delivery date.

General assumptions and dependencies

- SC will identify the key stakeholders to be engaged as part of the project

8. How to apply for the service

Interested candidates are invited to send an application letter, CV and a study concept note with estimated budget (consultancy fee and other associated costs to conduct the research) to SC via email to vietnam.consultancy@savethechildren.org. The proposed consultancy fee should be all-included (man day and travel costs). Selection will be made based on the quality of concept note, competitive consultancy fee and the candidate's relevant work experiences.

Note: At time of payment, SC will withdraw personal income tax as per current Vietnamese Tax Law. The deadline for responses is: **25th September 2021.**

Prepared by

Approved by Budget Holder

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Date: 5/8/2021

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