

# TERMS OF REFERENCE



**Title: Consultants on gender assessment in garment factories**

**Location: Ho Chi Minh City and nearby provinces**

**Duration: April – June 2024**

**Reporting to: Portfolio Manager**

Founded in 1945, CARE is a leading humanitarian organisation fighting global poverty and providing lifesaving assistance in emergencies. In over 100 countries and territories around the world, CARE places special focus on working alongside poor women and girls 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 organisation working 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 contributing to the exclusion and vulnerability of particular groups in society. Our long-term program goal in Vietnam is that poor and marginalised ethnic minority and urban people of all genders, particularly women, equitably benefit from development. To learn more, visit [www.care.org.vn](http://www.care.org.vn)

## **Project information**

Gender inequalities persist globally and have a large impact on business, the economy, and society. Systemic discrimination and harmful gender stereotypes and norms continue to perpetuate gendered challenges and subpar outcomes for women, limiting them from achieving their full potential. Apparel supply chains present challenges to gender equity in every dimension of their operations— from unsafe working conditions to excessive overtime to issues around gender-based violence and sexual harassment in the workplace. Current industry efforts often focus on only one of these areas at a time and do not adequately address root causes, leading to fragmentation and unsustainable solutions.

As part of the strategy towards gender equality, Nike set a 2025 target for suppliers to achieve level 4 in gender maturity. To reach level 4 each factory must meet all critical enablers and score at least 71 on the gender self-diagnostic tool, make and work toward a female representation target, and have their self-diagnostic score confirmed by Nike through the Gender Policies and Practices Maturity (GPPM) calibration. Nike has partnered with CARE to provide additional support to their suppliers to ensure them to meet the gender target by 2025. CARE will work with participating factories as nominated by Nike to establish an actionable understanding of their own challenges and underlying root causes, develop factory-level corrective action plans, and facilitate peer learning support through access to the Gender Equity Network.

## **Rationale and purpose**

The core of this consultancy is to (1) assess and understand the context of participating factories, and (2) develop interventions that can best progress gender equity in factories most sustainably and impactfully. CARE is looking for consultants to support with facilitation of the factories' assessment and development of action plan and recommendations. The purpose of this consultancy is to gain a comprehensive understanding of the current systems, processes, and challenges pertaining to gender equity within the factory. The consultant will review existing documents, assess real-world implementation of gender equity strategies through factory management consultation, identify challenges faced, and provide recommendations for improvement using CARE's assessment methodology and approach.

## **Scope of work and key deliverables:**

- **Scope of work/Responsibilities:**

- Desk Review: The consultant will conduct a thorough review of relevant documents, as shared by CARE, that pertain to gender equity initiatives within the factory. These may include but are not limited to initiatives related to hiring practices, promotions, employee development, work environment, and other relevant areas. The consultant is expected to adapt CARE’s framework and tools based on the desk review process for a finalized version.
- Conducting 2-day assessment at 4 participating factories: The consultant will engage in discussions with relevant stakeholders from factories through in-person meeting, to understand how the selected gender equity approaches have been translated into real-world implementation. Examples and case studies will be discussed to highlight the strategies' impact on gender equity within the factory.
- Data analysis: The consultant will analyze insights about challenges and obstacles encountered. Based on the gathered information and analysis, the consultant will provide actionable recommendations for potential areas of improvement in existing systems, processes, and initiatives related to gender equity.
- Consultation with factories: The consultant will participate in 1:1 consultation with each factory team to further present the recommendations and gather feedbacks to make adjustments where necessary, and finalized the action plan.

- **Product’s deliver:**

- Assessment plan and tools based on reviewing documents and the assessment using the CARE tool
- 1:1 consultation facilitation plan and notes for each factory consultation.
- Report of findings, insights, and recommendations in the format shared by CARE.

**Tentative Timeframe:**

<b>Deliverables</b>	<b>Duration (Estimated # of days)</b>	<b>Timeline</b>
Desk review to design facilitation guide for further assessment	4	April 2024
Conducting 2-day assessment at each factories	8	April – May 2024
Draft report of findings, insights, and recommendations	4	May 2024
1:1 consultation with each factory for report sharing and discussion.	2	June 2024
Finalize report with actionable recommendation	2	June 2024
<b>TOTAL</b>	<b>20</b>	

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 whole process.

Note: Number of days can be adjusted based on discussion with the consultant. The consultant should provide detailed estimation of working days together with role and responsibility of team members

### Selection criteria

The consultant must meet minimum required qualifications, experience and competencies as follows:

- Proven expertise in areas of capacity building, organizational development, gender equality and social inclusion, women workers, women's rights
- Proven experience with applying co-creation approach in project design and implementation, which requires the consultant's working method to be highly adaptive, flexible, and participatory.
- Proven understanding of the garment sector and private sector engagement.
- Experience in conducting assessments, identifying challenges, and providing actionable recommendations. Prior experience auditing garment factories for labor practices, including gender equity and workplace conditions, is preferred.

### Application procedure:

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to [Procurement2@care.org.vn](mailto:Procurement2@care.org.vn) by 2 April 2024.

### Applications including:

1. CV
2. Proposal with clear approach
3. Detailed financial proposal with the 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.

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 organisation 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 consultant/supplier understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.*