

## TERMS OF REFERENCE

<b>Title:</b>	<b>To Conduct Baseline and Gender Analysis</b>
<b>Location:</b>	<b>Son La</b>
<b>Duration:</b>	<b>May - June 2024</b>
<b>Led by:</b>	<b>MEAL Lead and Project Manager</b>



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

Located in the northwest region of Vietnam, Son La province has the 2<sup>nd</sup> highest poverty rate across the country, at 28.6% (GSO, 2021). Rising temperatures, irregular rainfalls and extreme weather events have directly impacted farmers' productivity and income. 85% of Son La's population is ethnic minorities, whose vulnerability to climate change is aggravated by poverty and marginalization. Given structural gender inequalities, they have limited access to knowledge, capital, social networks, and decision-making power to cope with climate change impacts. Unpaid care burden further restricts their time availability to upgrade their skills and pursue diverse sources of income. Despite these barriers, women play a substantial role in climate change adaptation due to their involvement in agriculture and gender roles as caregivers.

Given these contexts, Sustainable and Resilient Livelihoods for Women Coffee Producers in Son La Province (SURE) aims to enhance women's economic empowerment by increasing climate-resilient livelihood diversification for 2,000 ethnic minority farmers in coffee-growing districts in Son La province. This goal will be achieved through three main outcomes below.

- **Outcome 1:** Ethnic minority women have increased climate-resilient productive capacity for new entrepreneurship and income generating activities.
- **Outcome 2:** Ethnic minority women have increased access to financial resources to invest in climate resilient alternative livelihoods.
- **Outcome 3:** Ethnic minority women have increased leadership and decision making in climate resilience.

### Rationale and purpose

The baseline and gender analysis is to collect evidence and knowledge of the current situation of the project beneficiaries against the project's MEL framework and to inform project targets and adjustments of project interventions (if any). **The specific objectives of the baseline assessment are provided below.**

- To inform baseline values and targets for all project indicators as indicated in the project's MEL framework.

- To gain understanding of project focuses on climate resilient capacities and agricultural practices of ethnic minority (EM) small-holder farmers; water, sanitation, and hygiene issues (WASH) in the project areas.
- To identify gender differences in terms of access to and control over resources, labour division and decision-making regarding income generating activities; and to provide understanding of social norms, regulations, or rules which promote or hinder women's participation in income generating activities.
- To provide recommendations or adjustments to the project's approaches and implementation plan.

### Key research questions

1. What is status of EM small-holder farmers (women and men) related to the project's outcomes including:
  - Awareness and capacity in responding and adapting to the climate related risks, shocks, and stresses for the existed livelihoods.
  - Access and control of agricultural productive resources
  - Women's participation in climate resilience and economic decisions
2. What are motivations and barriers for EM women and men to improve their climate-resilient productive capacity and women's participation in income generating activities?
3. What are WASH issues in the project location? To what extent are WASH issues addressed? In what ways can the project interventions deal with the issues or strengthen WASH solutions?
4. What are potential existing or potential market actors and conditions to pilot in-kind credit scheme with women-led production groups? In what ways can the project support this scheme?
5. What are perceptions of EM women and men toward gender equitable attitudes and practices related to the economic activities and decisions? Which social norms, regulations, or rules should be addressed to enhance women's participation in economic activities and decisions?
6. What are the factors that hinder or influence the project achievements? How should these factors be addressed? Any intervention approaches need to be adapted?

### Methodology

#### Approach

To achieve the assignment objectives, the baseline will apply mixed methods:

- Desk review of the project documents and local reports/documents to get an understanding on the project design and local context, situation.
- Quantitative methods to capture the baseline value for each outcome level indicator and key output indicators.
- Qualitative methods to dig deeper on the study area, gather additional information and contextualize the data.

The data collection techniques need to be participatory, gender and culturally sensitive and appropriate with key informants and beneficiaries.

#### Quantitative methods

**Sampling and sample size:** A sample size of 336 EM women and men (236 women and 100 men) is calculated with the confidence level of 95% and  $\pm 5\%$  margin error to ensure the accuracy and representativeness of the collected information. According to the design, the project reach will be similar in Thuan Chau and Mai Son districts, thus, the total samples will be distributed equally for the two locations. In Mai Son, the samples are selected randomly from the member list of 30 existing VSLA groups established by CARE's TEAL project since 2018. In 2 project communes of Thuan Chau district, two sampling stages is employed for selecting the villages and surveyed participants. At the first stage, villages will be selected in considering the diversity of geographic, ethnicity and economic status. The surveyed participants are then chosen attentively and randomly with the proportion of gender, economic status at the second stage based on the households list of the chosen villages.

#### Summary of sampling strategy for Thuan Chau district

### Stage 1: Select surveyed villages based on the village mapping

Villages	Geographic Distance from village to center of commune	Major Ethnicity	% (or number of) poor and near poor household

### Stage 2: Randomly select the surveyed EM women from the list of households village

Full name of head of HH	Husband/wife	Gender	Mobile phone	Ethnicity	Poor/Near poor status

A structural questionnaire will be applied for household representative interviews to capture the baseline values for each indicator. The SNAP<sup>1</sup> questions are embedded in the questionnaire to explore the aspects of existed norms related to women's participation in income generating activities. Kobo toolbox, a data collection software, is deployed for the survey to help generating high quality data.

#### Qualitative Data Collection

*Key Informant Interviews (KIIs)* will be organized with local authorities at district and commune level including Women's Unions (WU), Communal People's Committee (CPC) representatives, Agricultural Extension staff and financial institutions, value chain actors. These discussions will focus on:

- The economic situation and livelihoods, climate change risks and mitigation plan
- Emerge WASH issues that the community are facing with.
- The gender, and social norms

The KII with local authorities and financial institutions will help to further exploring the potential opportunities for piloting in-kind credit scheme with women-led production groups.

*Focus group discussions (FGDs) and in-depth interviews* are deployed with EM women and men to understand:

- Their livelihood options both existed and potential for diversification
- Their capacities to be resilient and to adaptation with climate risks, shocks and stresses
- The gendered labor division, economic related decision-making power at the household level
- The social and gender norms that may impact to the decision making power and women's participation in the resilient livelihood development.

Component	Expected sample size
Household survey (60 mins each interview)	336 EM women and men (236 women and 100 men)

<b>KIIs (60-75 mins per KII)</b>	<b>19</b> District level: <ul style="list-style-type: none"> <li>- 01 Representative of CPC</li> <li>- 01 WU representative</li> <li>- 01 Agricultural Extension staff</li> <li>- 02 Financial institutions</li> <li>- 02 Value chain actors</li> </ul> Commune level: <ul style="list-style-type: none"> <li>- 04 Representatives of CPC</li> <li>- 04 WU representatives</li> <li>- 04 Agricultural Extension staff</li> </ul>
<b>FGDs</b>	<b>8</b> 04 groups of EM women 04 groups of EM men
<b>IDIs</b>	<b>16</b> 08 EM men 08 EM women
<b>Selection criteria:</b> <b>EM Women:</b> In Chieng Chung and Muong Chanh, Mai Son district: women are members of existed VSLA groups In Thuan Chau district: village women from diversified ethnicity, poor and near poor and background. <b>EM men:</b> Who are husband of survey EM women	

### Quality control plan

- Training on tools is provided to the study team, complying with the principle of sampling.
- Cross-checking is done regularly to ensure the truthfulness of collected data.
- Sampling: Comply strictly with the proposed plan
- Monitoring includes enumerators report daily data collection.
- Tracking the survey process, solving problems arising when collecting data within the day in the KOBO database.
- Ensuring surveying the right target groups.

### Ethical considerations

- The written consent form by CARE will be strictly adhered to the interviews.
- The study team ensure the data protection policy of government and responsible data principles of CARE Global.

### Scope of work

- Conduct desk review project documents and other documents related to the project site such are district and commune's social economic reports, CC-DRR plan...
- Conduct tool piloting with some informants to test the appropriation of language, information flow and meaning of questions, interview duration.
- Conduct interviews with designed samples on field.
- Develop the presentation of main findings of baseline study in power point format and present for CVN project team and partners.
- Design baseline study protocol including methodology, sampling strategy, sample size, data collection tools, analysis plan, field work plan and report outline.
- Provide training for quantitative interview team prior to field data collection.

- Pilot the questionnaire with at least 5 EM farmers.
- Daily update and discuss on the field work progress, challenges, and solutions to overcome and documented on the field work report for CVN MEAL Lead.
- Conduct data analysis based on the discussion and approval analysis plan.
- Writing narrative reports in English.

### Key deliverables

- Baseline study protocol
- Analysis plan
- Data collection tools including household questionnaire and key informant interview guidelines
- Field work report
- FGD and IDI notes
- Raw and clean dataset
- Analysis results of qualitative and quantitative data
- Analysis syntax/do file
- The presentation of baseline study key findings (Vietnamese and English)
- Baseline & gender analysis report (English)
- Logframe updated with baseline values and suggested targets

All deliverables need to get the final approval from CVN at least one week before operation. The consultant (individual or a team) needs to ensure the proofreading for the final version of the English report.

### Timeframe

Deliverables	Duration (# of days)	Tentative timeframe
1. Desk review	2	May 2024
2. Baseline & gender study protocol, including tool piloting prior to the field data collection	4	May 2024
3. Field data collection including a training session for a team of data collectors	7	May 2024
4. Data analysis	5	May – June 2024
5. Presentation of key findings (in PPT) of the baseline and gender analysis	2	June 2024
6. Final baseline and gender analysis report	5	June 2024
<b>TOTAL</b>	<b>25 (days)</b>	

### Selection criteria

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

- Proven expertise in study areas such as economic rights, gender equality and social inclusion, women entrepreneurship, women’s rights, monitoring and evaluation, political science, or community development
- Demonstrated experience in undertaking and leading relevant projects evaluation
- In-depth knowledge of Vietnam’s digital business and policy environment
- Ability to arrange and manage all logistical issues related to the implementation of the assignment

- Ability to produce high-quality outputs in a timely manner while understanding and anticipating the evolving client needs
- Sound communication, facilitation and presentation skills with multiple stakeholders
- Excellent written and verbal communication skills and quality report-writing skills in Vietnamese and English

### Application procedure

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to [Procurement3@care.org.vn](mailto:Procurement3@care.org.vn) by **2nd May 2024**.

Applications include:

1. CV
2. Evaluation plan (with components indicated in the TOR) on how the consultant team will undertake this evaluation
3. A list of relevant past work
4. At least one written example of a relevant evaluation
5. Detailed financial proposal with the daily rate for the consultancy (this file is separated)

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