

TERMS OF REFERENCE

Title:	Consultancy to conduct Baseline study and Gender based analysis (GBA)
The project:	Carbon for Good: Enabling a High-quality Forestry Carbon Market in Viet Nam
Location:	Son La, Lai Chau, Lao Cai, Soc Trang province
Duration:	July - August 2024
Reporting to:	Gender Specialist, MEAL Lead and Project Manager

Founded in 1945, CARE is a leading humanitarian and development 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.

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

1. Project background

The project: “Supporting the development of a high-quality forest carbon market in Vietnam (C4G)” funded by the Government of Canada (Global Affairs Canada-GAC) will be implemented in Ha Giang, Lai Chau, Son La, Soc Trang (2023-2027).

Project Long-term goals:

- Support Vietnam to implement Nationally Determined Contribution (NDC) through effective forest protection and development solutions
- Support Vietnam to successfully implement the Sustainable Development Goals (SDGs), to advance gender equality, reduce poverty, protect and develop forests and conserve biodiversity
- Support Vietnam in accessing information and enhancing the capacity of stakeholders, in particular marginalized women and vulnerable groups, to participate in and benefit from new sources of climate change finance, especially from the forest carbon market
- Support forest-based communities, especially women and vulnerable groups, to improve their capacity, participate and benefit from financial mechanisms for forest protection and development, such as the forestry carbon market, thereby contributing to the national goals of poverty reduction, gender equality and ensuring national food security
- Support Vietnamese businesses, especially timber and wood processing companies, in identifying the international market requirements associated with forest carbon credits and

building capacity for businesses Vietnam so they can participate and benefit from the forest carbon market

- Support the sharing of information on forest carbon prices, international and national lessons learned from implementing forest carbon programs and projects

Project expected results:

- Results 1. Stakeholders in Vietnam are supported to provide updated information, scientific methods and evidence, forest carbon market analysis and forecasting tools, potential and challenge assessments, as well as solutions that Vietnam can consider when developing the forest carbon market in the future
- Result 2. The capacity of Vietnamese businesses to assess the potential and requirements of international and domestic markets for forest carbon credits is enhanced and they can participate and benefit from the carbon market high quality forest
- Result 3. Support capacity building of local communities, especially women, so they can directly participate and benefit from forest-related projects to improve livelihoods, reduce poverty and improve food security
- Result 4. Support relevant parties in sharing and exchanging information and lessons learned related to forest carbon markets

Participants and beneficiaries:

- The local technical department and agencies are participating in the process of building a gender responsive carbon market in Vietnam
- Vietnamese private sectors, especially timber and wood processing companies
- Local communities are dependent on forests in Ha Giang, Lai Chau, Son La and Soc Trang. These provinces were selected based on the Government's assessment of their high level of impact on climate change, potential for carbon mitigation and storage, high biodiversity, and the need to support financial resources and livelihoods to support communities participating in forest protection and development, poverty reduction, and sustainable development.
- Project direct participants are 600 households (150 households in each province) comprising 1,000 participants (600 women and 400 men) living in forest areas of Ha Giang, Lai Chau, Son La, and Soc Trang provinces, where 95% of the population are ethnic minorities. The ethnic groups are mainly Thaily Thai, H'Mong, Tay, Nung, Kho Me, and Dao. The project participants are primarily adults above 18 years old.

2. Objectives of the baseline study and GBA

1. To inform baseline values and targets for all project indicators as indicated in the project's MEL framework.
2. To gain an understanding of gender differences between men, women, of various ages and backgrounds, including indigenous peoples, regarding the labour division, access to, and control over production resources of the forest-based livelihood, domestic work, and community work related to forest management and their different views on how best future forest carbon projects can address their needs.
3. To identify women's and men's capacities and the inclusive space that enables their participation and decision-making in national, community mechanisms to develop and implement climate change adaptation and mitigation programs.
4. To gain an understanding of gender norms and cultural practices that promote and/or hinder gender equality, specifically those that exacerbate or limit sexual and gender-based violence and women's participation in leadership (in forest management or potential Forest Carbon Projects (FCPs)); the gendered division of labour; access to and control over financial and non-

financial resources/ productive assets; household decision making; access to public spaces and services; meaningful participation in public decision making spaces, in particular those related to the carbon/forestry market; and aspirations for oneself

5. To identify and outline the expected risks (including backlash) and develop recommendations and strategies for the project implementation to minimize these risks and to archive the project expected goals and objectives.
6. As relevant for the focus of the project, identify relevant gender, cultural and social norms, and their influence by identifying relevant reference groups (people whose opinion matters), the relative influence of reference groups, potential sanctions for breaking norms, and exceptions for norms

The baseline study themes:

- The context of the legal framework development process of high-quality carbon market at national and provincial levels
- The requirements/needs of government actors (national and provincial level), across different ministries, departments and sectors on the updated information, scientific methods and evidence to support them in developing the forest carbon market and policy framework
- The perception of national and provincial government agencies, private sector, local organisations and local people (men, women, youth and ethnic minority groups, academia and civil society organisations on opportunities and challenges for high-quality forestry carbon markets
- The motivation, challenges and capacity private sectors (state, non-state, foreign and domestic firms, social enterprises) to engage in the carbon market high quality forest. The current agenda, guidelines to guide the practices of private sectors to engage in the high-quality forestry carbon markets
- The perceived benefits, challenges and capacity of local authorities to implement, monitoring the legal frameworks and managing the carbon market high quality forest at the provincial level
- Current and future livelihoods of local people and factors that enable and hinder their livelihoods
- Current status of forest area and forest quality (biodiversity), forest use, forest tenure, forest governance and their future projection
- Current and future national and provincial socio-economic development plans and how these plans will enable or hinder deforestation and forest degradation
- Current and future national and provincial action plans to address drivers of deforestation and degradation and enhancement of carbon stocks and other social benefits
- The knowledge, capacity and social networks of local communities, especially women to directly participate and benefit from forest-related projects to improve livelihoods, reduce poverty and ensure food security.
- The current practices and future planning of local communities in use, protect and management forest resources
- The main challenges the local community facing with related to forest resources and climate resilience

The GBA themes:

- Gender roles, responsibilities, and time use of forest and non-forest production, forest management, reproductive and community work.
- Women's and men's ability and their access to and control over resources, especially the natural ones
- Household decision-making, the patterns and processes of decision-making
- Community Decision Making and Participation (women's leadership and participation in community decision-making mechanism).

- Women's and girl's safety and links between leadership, forest management, and GBV.
- Legal frameworks and practices related to women's equal participation in forest management
- Perspectives, knowledge, and attitudes private sector, local led organisations, mass organisations, government actors (national and provincial level), across different ministries, departments and sectors to Gender responsive Forestry Carbon Market (FCM)
- Gender Norms surround women's roles and leadership in environment protection and forest management

3. Baseline Study and GBA Approaches

- Inclusive and Participatory approaches: where possible, data collection will be participatory where techniques used for conducting individual interviews, focus group discussions, and observations will make the most use of people's voices and their sharing.
- Transparency: all members of the assessment team will explain to all participating individuals the purpose of the exercise, how the information will be used, and their right to withdraw their involvement/information at any time.
- Safeguarding: CARE's safeguarding and PSEA policies and procedures will always be adhered to, and assessment team members will be trained on safeguarding in assessments.
- Triangulation: the data will be informed and validated by multiple sources and project stakeholders.
- Feminist research methodology and feminist process: A feminist lens especially positions the advancement of the rights and empowerment of women and girls as central to the research process. This approach ensures that the communities in project areas remain at the center of the assessment. In that sense, their time, their language, and other cultural barriers to their participation will be paid attention in designing the data collection tools and plan.
- Gender sensitivity: the assessment will ensure that the data collected captures the unique experiences of boys and girls, men and women, and will be reported separately. FGDs will be conducted separately with men and women to capture the specific experiences of men, women, of the relevant age groups. The groups will be divided into two different ethnic groups of the informants: the majority and the minority at each project site.

Methodology and Data Collection Methods

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

- Policy review and desk review of the project documents and national and local reports/documents to get an understanding on the project design and local context and situation.
- Quantitative data collection methods will be used to capture the baseline values for each outcome level indicator. Data collection methods will include:
 - Household survey of a sample of project participants
- Qualitative data collection methods will be used to dig deeper on the study themes, gather additional information, and contextualize the data. Data collection methods will include:
 - Key Informant Interviews (KII) focusing on expert insights or community perspectives of policymakers at different levels, as well as private sector and international investors
 - In-Depth Interviews (IDI) focusing on personal experiences of project community people, and Local Communities (IPLCs).
 - Focus group discussions (FGD) are also obeyed with project community people with various gender and ethnicity groups.

Sampling strategy

- Qualitative method: The sampling will be conducted using a purposeful sampling method. The study will involve all actors including
 - Government agencies and policy makers who are responsible for setting up FCM and

- across government level
 - Private sector those who (i) already engaged in forest carbon market and have interest to purchasing forest carbon credits; (ii) select representative sectors who will have to comply with domestic carbon market; (iii) state vs. non-state actors; (iv) Vietnamese vs foreign companies; (v) business led vs. local led enterprises; (vi) women led-enterprises
 - Academia
 - Community people who have forest based livelihoods in the project areas
- Quantitative method: The random and representative sample size will be designed to ensure the 95% CI and 5% margin error. Based on the list of households who are the forest owners provided by the local authorities at the project sites, the household will be randomly selected considering the geographic, ethnicity, gender characteristics.

Key stakeholders who will engage in the baseline study and GBA:

At national level

- VN Forest, Ministry of Agriculture and Rural Development
- Legal Department, Ministry of Finance
- The Department of Climate Change, Ministry of Natural Resources and Environment
- Ministry of Planning and Investment
- CEMA

At local level

- Agricultural Department, Forest Protection Department at the provincial level
- Department of Natural Resources and Environment
- Department of Finance
- Department of Planning and Investment
- Department of Labour and Social Affairs
- CPC representatives at the provincial, district, and communal level
- Women's Union, Farmers' Association, Youth's Union
- Women and men who have forest-based livelihoods
- Commune leaders
- Private sectors (refer to the sampling strategy session)

4. Scope of the Assessment

The baseline study and GBA will be undertaken in four provinces Ha Giang, Lai Chau, Son La, and Soc Trang. The consultant team will cover the following tasks:

- Conduct a desk review of the project documents and other documents related to the project focus areas
- Generate a light-tough policy review report to get an understanding of the possibilities and the gaps for gender-responsive and safeguarding integration in the development of FCM in Vietnam.
- Design the study protocol in English based on the discussion meeting with CARE project team and partners including methodology, sampling strategy, sample size, data collection tools, field work plan, analysis plan, and report outline.
- Run the introduction and training with the interviewer team in regards the project overview, interview skills, and tools prior to field data collection.
- Conduct tool pilot testing with some informants at the national, provincial, community level to test the appropriate use of language, information flow, meaning/understanding of questions, and interview duration.
- Conduct the interviews with designed informants in the field.

- Provide daily updates and discuss the fieldwork progress, challenges, and solutions to overcome, and document these for the field work report for the CARE VN MEAL Lead.
- Conduct data analysis based on the discussion and approved analysis plan.
- Develop presentations of the main findings from the baseline study and GBA, in both English and Vietnamese, in PowerPoint format and present the results to the CARE VN project team and partners.
- Writing a 1) baseline study narrative report and a 2) GBA narrative report, in English.

5. Key deliverables

- Baseline study and GBA protocol (English)
- Analysis plan
- Data collection tools including household questionnaire and key informant interview, IDI, FGD guidelines,
- Field work report
- KII, FGD and IDI notes
- Raw and clean datasets
- Result tables, codebooks for analysed qualitative and quantitative data, including disaggregation by age, gender, ethnicity, and geographic region
- Analysis syntax/do file. Consultants can use their referenced data analysis software but the syntax file should be transferred to SPS format or Word format.
- The presentation of baseline study key findings (Vietnamese and English)
- One baseline study report and one gender-based analysis report (English), including recommendations for program implementation and for how to improve the inclusion of gender equality within the project. The detailed outline of two reports will be provided and approved by CARE Viet Nam prior to the writing phase.
- Relevant appendices including the PMF table updated with baseline values

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

6. Timeframe

Deliverables	Duration (# of days)	Tentative timeframe
1. Literature review	3	14-18 July
2. Finalize baseline & gender study protocol, including data collection tools	3	
3. Field data collection including a training session for a team of data collectors and pilot testing of tools	16	19 July – 5 August
4. Data analysis	10	5 – 15 August
5. Presentation of key findings (in PPT) of the baseline and gender analysis	2	15 August
6. First draft of reports (2)	5	20 August
7. Final baseline and gender analysis reports	5	15 September

Deliverables	Duration (# of days)	Tentative timeframe
TOTAL	44	

7. Selection criteria

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

- In-depth knowledge of Viet Nam's environmental policies. Knowledge/experience with forestry carbon markets.
- Strong gender analytical skills with specific attention inclusive value chain approaches and or climate change
- Demonstrated past experience in carrying out gender and power analyses and or designing gender equality strategies
- Demonstrated experience in undertaking and leading evaluation projects
- In-depth knowledge of Vietnam's policy environment, notably in forestry and carbon market
- Proven expertise in study areas such as, gender equality and social inclusion, economic rights, women's entrepreneurship, women's rights, monitoring and evaluation, political science, or community development
- Ability to arrange and manage all logistical issues related to the implementation of the assignment
- Ability to produce high-quality deliverables 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 procurement1@care.org.vn before **11st July 2024**.

Applications include:

1. CV
2. Study protocol (including methodology, sampling strategy, sample size, data collection tools, field work plan, analysis plan, and report outline) 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 separate)

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.