

TERMS OF REFERENCE

**FOR CONDUCTING MINI CAMPAIGNS IN THE TARGET COMMUNES
TO CHALLENGE HARMFUL GENDER NORMS, PREVENT EARLY MARRIAGE
AND GENDER-BASED VIOLENCE AND PROMOTE GENDER EQUALITY**

***“Improving livelihood of ethnic minorities living in Son La province through
agriculture and nutrition improvement project” - JMOFA***

September 2024



Save the Children

I. PROJECT SUMMARY

Type of activity	Capacity building
Name of the project	Improving livelihood of ethnic minorities living in Son La province through agriculture and nutrition improvement
Project Start and End dates	[May 2023 – April 2026]
Project duration	[3 years]
Project locations:	[<u>Sop Cop and Bac Yen districts, Son La province, Vietnam</u> <u>Sop Cop far from Hanoi about 450km (9 hours' drive)</u> <u>Bac Yen far from Hanoi about 220km (4 hours' drive)</u>]
Thematic areas	Agriculture and forestry
Sub themes	[Maternal, Infant and Young Child Nutrition (MIYCN)]
Donor	[Ministry of Foreign Affairs of Japan (JMOFA)]
Estimated beneficiaries	+ 3,090 men and 3,000 women will directly benefit from agriculture production development. + 3,799 children under 5 years old and their parents + 550 pregnant women/ year + 248 village staff, including Village Health Workers, Women Union staff, Famer Unions and Heads of village; 42 staff at commune level, including Vice Head of People's Committee, Health staff, Agricultural staff, Women Union staff, Famer Union staff and Youth Union staff; 16 staff at district level, including Vice Head of People Committee, Health staff, Agricultural staff, Women Union staff, Famer Union staff and Youth Union staff; 8 staff at province level, including Health staff and Agricultural staff. - Indirect beneficiaries: 35,600 villagers living in 6 project communes in Bac Yen and Sop Cop districts
Overall objective of the project	Improving the livelihoods of ethnic minorities through gender-sensitive agricultural production, food security, and improved maternal and child nutrition in Son La Province

2. BACKGROUND AND CONTEXT

Save the Children International (SCI) is the leading global independent organization for children. Save The Children International 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.

With support from Ministry of Foreign Affairs of Japan (JMOFA), Save The Children International in Vietnam (SCI Vietnam) will be in partnership with Department of Agriculture and Rural Development (DARD), Department of Health (DOH), Department of Labor, Invalids and Social Affairs (DOLISA) and Department of Foreign Affairs (DOFA) to implement a project on 6 project communes in Bac Yen and Sop Cop districts. It aims at improving the livelihoods of ethnic minorities through gender-sensitive agricultural production, food security, and improved maternal and child nutrition in Son La Province

The project **has three main outcomes:** **(1) Outcome 1:** Ethnic minority household income and food supply in 6 communes in Son La province are increased due to improvements of local agriculture production and trade (with the output 1.5. is ethnic minority men and women have increased awareness and practices toward gender equality), **(2) Outcome 2:** Nutrition for ethnic minority mothers and children in 6 communes in Son La are improved; **(3) Outcome 3:** Policies and programs on improving ethnic minority livelihood in Son La province and at national level are influenced to adopt and replicate the project's successful models. The project will benefit 3,090 men and 3,000 women will directly benefit from agriculture production development. 3,799 children under 5 years old and their parents; 550 pregnant women/ year; 248 village staff, including Village Health Workers, Women Union staff, Famer Unions and Heads of village; 42 staff at commune level, including Vice Head of People's Committee, Health staff, Agricultural staff, Women Union staff, Famer Union staff and Youth Union staff; 16 staff at district level, including Vice Head of People Committee, Health staff, Agricultural staff, Women Union staff, Famer Union staff and Youth Union staff; 8 staff at province level, including Health staff and Agricultural staff.

Indirect beneficiaries: 35,600 villagers living in 6 project communes in Bac Yen and Sop Cop districts.

To fully achieve outcome 1, we need to strengthen the capacity of the project partners, and the beneficiaries in the fields of increasing awareness and practices toward gender equality for ethnic minority men and women in the target communes of the project.

Save The Children International is looking for a consultant to provide some training courses in two target districts for community leaders on leading positive discussions as well as practical encouragement for men and women in their communities to act on promoting gender equality. The consultant needs to help the participants achieve knowledge, improve their skills, and provide them the tools to facilitate the ethnic minority men and women in promoting equal roles and contributions of men and women in meetings at village and commune levels, in practical re-arrangements of housework responsibility, in decision-making power at home and the community among men and women, and in preventing early marriage and gender-based violence.

3. OBJECTIVE AND SCOPE OF THE TASK

This task will focus on the objectives below

- Develop a brief document on the current shortcomings of promoting women's role in decision-making in local communities, and in housework assignments in their families, the bad status of early marriage in ethnic minority communities in the project area; and the necessity and solutions to improve the above shortcomings to provide knowledge for community leaders (leaders of villages, women's unions, youth unions, production groups, farmers' associations, veterans' associations, etc.). This document is tentatively titled "Gender Equality in Food security, child nutrition, mother and childcare in Son La".
- Develop tools and guidelines for community leaders who use these guidelines and tools to facilitate ethnic minority men and women in improving their roles, their power in contributing their opinions to make decisions in their communities, in housework re-arrangement, and in preventing early child marriages in their communities.
- Train the community leaders in using the guidelines and tools mentioned above to promote ethnic minority men and women to discuss their housework re-assignment, contributing their opinions for making decisions, and early child marriage prevention in their communities. Thereby, finding out the ways to improve the practical negative situations available in their home and their community.

The scope of this activity

The training courses will be conducted in project sites of Sop Cop and Bac Yen districts in Son La province. It will involve the project's partners, stakeholders, and beneficiaries at the district, commune, and village levels.

Location and official travel involved

- Location: in Sop Cop and Bac Yen districts, Son La province.
- Transportation: SCI will support transportation from SCI Vietnam office (70 – 72 Ba Trieu, Hanoi) to the training and practical site.
- SCI will meet the essential needs of rooms, furniture, tools, fields, etc. for the training course.



4. SERVICES THE SUPPLIER WILL PROVIDE

- Develop a brief document “Gender Equality in Food security, child nutrition, mother and childcare in Son La” on (i) the current shortcomings of promoting women's role in decision-making in local communities; (ii) the shortcomings in housework assignments in their families; (iii) the bad status of early marriage in ethnic minority communities in the project area; (iv) and the necessity and solutions to improve the above shortcomings for community leaders in the project area (village chief, head of village women's association, head of production group, head of village farmers association, etc. Hereinafter referred to as target groups)
- Develop a set of tools and guidelines for target groups who use these guidelines and tools to facilitate ethnic minority men and women in discussing and improving their roles, their power in contributing their opinions to make decisions in their communities, in housework re-assignment, and in preventing early child marriages in their communities.
- Carry out 4 training courses (1 day/a course, 2 courses/a district) to show the target groups the shortcomings of community decision-making, child marriage prevention, and housework assignment in ethnic minority communities in the project area, the necessity for change, and how to use the tools mentioned above to deal with these issues.
- Conduct input surveys, evaluate the quality output of the learners after the training course. Thereby, develop a report on the results of these training courses.

5. EXPERIENCE AND SKILLS REQUIREMENTS.

- Holds a university degree or higher in social sciences and/or humanities, preferably with a focus on Gender Equality.
- At least 02 years of experience in GE in humanitarian and development work.
- Experience in capacity building for ethnic minorities and understanding their culture (e.g., language barriers and traditional culture).
- Experience of addressing gender inequality including through women’s and girls’ empowerment.
- Demonstrates knowledge of multi-sectorial response to GBV and Gender Inequality.
- Demonstrates knowledge of current GESI theory and identifies and applies appropriate GESI strategies into development work.
- Proven record of enabling/facilitating change through influencing, inspiring and mobilizing others.
- Commitment to and understanding of gender equality, child rights, GBV Guiding Principles, the aims and principles of SC, and humanitarian standards.
- Commitment to comply with Save the Children policies and practice with respect to child safeguarding, PSEA, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.



6. EXPECTED DELIVERABLES

We expect the following deliverables to be provided:

No	Deliverable title	Description	Format and style
1	Develop a brief document of “Gender Equality in Food security, child nutrition, mother and childcare in Son La”	<p>This document consists of the main parts:</p> <ul style="list-style-type: none"> • Basic Gender Equality concepts, focussing on the current shortcoming of the following: <ul style="list-style-type: none"> - Promoting women's roles in decision-making in local communities. - Housework assignments between men and women. - The bad status of early marriage in ethnic minority communities in the project area. • Recommendations of actions and focus of interventions. 	Soft copy; Word or PDF, A4 format; in Vietnamese
2	<ul style="list-style-type: none"> - Develop a set of tools and a guideline to implement the actions recommended above. - Develop templates of the pre and post-test design. 	<ul style="list-style-type: none"> • The tools must be designed as games and suitable for ethnic minority people, The learners can use them to promote men and women in the project area to improve the shortcomings mentioned in the document above (Candidates can refer to the GALS toolkit - details will be discussed during the interview). • The guideline should be short, clear, vivid, and easy to understand for the local people. • Templates of pre and post-test design. 	Soft copy; Word or PDF, A4 format; in Vietnamese
3	<ul style="list-style-type: none"> - Conduct of 4 training courses - Prepare a report on the training course based on the pre- and post-training test; 	<ul style="list-style-type: none"> • Deliver training courses for target groups • Develop a report on the results of the training course clearly shows: the approach method of the trainers; the strengths, weaknesses, advantages, and disadvantages of the training course; summarize the results of the training course based on the input and output capacity surveys of the participants; recommendations and suggestions, etc 	Soft copy; Word or PDF, A4 format; in Vietnamese

7. TIMELINE

The tentative duration for the task is from 01 November 2024 to 15 December 2024. The details of the timeline for each activity will be developed between SCI and the consultant.

The consultant will be required for an input as follows:

Estimated commencement date: 01 November 2024.

Estimated end date: 15 December 2024.

- Tentative working plan:

No	Activity	Working days (Tentative)	Expected outcomes	Timeline (Tentative)
1.	Review project documents	3 days	Project documents is studied	01 – 05 Nov
2.	Develop document, tools, guideline, and teaching plan for training courses		Document, tools, guideline, and teaching plan (in Vietnamese)	
3.	Revise and finalize document, tools, and teaching plan following the Country Office's (CO) comments.	2 days	Final document, tools, and teaching plan (in Vietnamese)	06 - 10 Nov
4.	Conduct 4 training courses	12 days 4 travel days and 4 training days (1 training day/ 1 course)	Learners are trained	Training courses will be arranged from 11 th Nov to 07 th Dec depending on both sides.
5.	Report on training courses	2 days	Report on training courses	15 th Dec 2024

- Expected timeline for the deliveries:

No	Deliverable title	Submit to	Delivery date
1	<p>Document, guideline and tools:</p> <ul style="list-style-type: none"> - Document “Gender Equality in Food security, child nutrition, mother and childcare in Son La” on (i) the current shortcomings of promoting women's role in decision-making in local communities; (ii) the shortcomings in housework assignments in their families; (iii) the bad status of early marriage in ethnic minority communities in the project area; (iv) and the necessity and solutions to improve the above shortcomings for community leaders in the project area. - Tools and guidelines for target groups who use these guidelines and tools to facilitate ethnic minority men and women in discussing and improving their roles, their power in contributing their opinions to make decisions in 	Project Manager	<ul style="list-style-type: none"> - The first draft is on 05 Nov 2024 - The final is on 08 Nov 2024.

	<p>their communities, in housework re-assignment, and in preventing early child marriages in their communities</p> <p>- The templates for the pre-and post-test designs.</p>		
2	- Teaching plan	Project Manager	
3	The report on the training course based on the pre-and post-training test;	Project Manager	15 th Dec 2024

Status updates/reporting

During the implementation of this activity, the service provider and JMOFA project representative will regularly discuss to update the activity process and exchange necessary information to make sure the operation of the activity is going to meet the deadline smoothly.

Acceptance

The project representative is responsible for reviewing and responding to opinions about the products sent by the service provider. Comments will be responded to as soon as possible and no later than 5 working days. Once all feedback has been met or explained by the supplier, the product is accepted.

General assumptions and dependencies

SCI Office will identify the key stakeholders to be engaged as part of the project.

8. HOW TO APPLY

The candidate should submit a technical proposal, and CVs through email address:
Nguyenthidieu.Quynh@savethechildren.org,
The deadline for responses is **30 Sept 2024 (5pm)**