

TERMS OF REFERENCE



Title: Consultants or Agency to conduct data collection among VSLA members in 5 provinces

Location: Soc Trang, Dak Lak, Quang Tri, Hoa Binh and Ha Giang

Duration: October 2024 – July 2025

Reporting to: Policy Researcher

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.

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

Project information

Women's experiences are central to understanding impacts of any crises and shocks, and hearing their voices is critical in recognizing the unique challenges they are facing and understanding how they are responding and leading. [CARE's Women Respond](#) initiative was launched in 2020 at the onset of the COVID-19 pandemic to put women's voices and experiences at the center of the COVID-19 response. After the two years, the Women Respond initiative expanded to continue to listen to women's voices in any crisis that communities are experiencing, including COVID-19, conflict, climate change, food insecurity, and many others. Under the broader Women Respond initiative, the Women (in VSLA) Respond sub-initiative focused on listening to how women and girls in Village Savings & Loan Associations (VSLAs) are responding to the crises and shocks, what their needs are, and equipping them with data and information to support their own advocacy efforts.

Between February to December 2023, CARE surveyed, 3,822 VSLA members (85% women) in [Burundi, Cote d'Ivoire, Colombia, Mali, Niger and Vietnam](#). The finding shows multiple and compounding crises of food insecurity, climate change, conflict and market inflation are affecting VSLA members significantly. Crises have negatively impacted the most vulnerable by reducing their livelihood and food, safety and access to health care and water and hygiene. In the faces of unimaginable challenges, VSLA women are supporting their household and communities. They are continuing their group functions in regular adapted forms, they are trying to diversify their incomes, volunteering in their communities and advocating on behalf of their groups and communities. However, recovery has not been easy, crises and their impacts are compounding; climate change, conflict, market inflation and food insecurity continue to test members resilience. The compounded effect of multiple crises is eroding available coping mechanisms. Respondents report selling their assets, reducing food intake, and borrowing money to buy food.

There is an urgent need for international and national actors to respond to women's livelihood, food security needs, safety and enhance services such as health and education. Unfortunately, what we see from the data and evidence generated through Women Respond is that current responses are still failing to address the growing impacts of increasing crises and shocks and women's growing needs. To adequately address women's and communities' needs at large, continuous evidence generation to understand how crises affect livelihood and income is critical, including assessing their resilience and coping mechanisms. Additionally, assessing women's groups, such as VSLAs, during crises is a good entry point to build evidence on progress towards women's economic empowerment. Such evidence will influence program and policy decisions to effectively deliver responses that address the needs of women to become economically resilient.

Understanding VSLA members' urgent needs during multiple crises, supporting their actions, and responding to their priorities is central to the work of CARE. Given the nature of the community platform VSLAs offer for economically and socially vulnerable women, saving group members have unique insights into how members are experiencing crises and shocks and how their needs are evolving. Building on what we have learned in the last four years, CARE is continuing the Women Respond work in seven countries in 2024-2025.

Objectives

In Vietnam, CARE conducted two rounds of the quantitative survey and one round of qualitative interviews between August 2023 – March 2024. The first quantitative survey was conducted from August to September 2023 with 555 VSLA members (531 women), and the second round was conducted in February 2024 with 510 VSLA members (490 women). The sample targeted through the survey was the same respondents in both rounds, and 45 respondents dropped out in the second round. The qualitative survey was conducted in January – February 2024 with 28 VSLA members (all women). The findings brought critical insights into what crises respondents are experiencing, with most noting economic recessions, inflation, unemployment, food insecurity and climate change. The crises affected respondent's livelihood and food security and access to basic services such as health services. Majority of them are continuing their VSLA functions, with some respondents noting they adapted their saving and loan rate to help members cope with the different livelihood challenges they are facing.

CARE Vietnam aims to build on this work and continue to engage VSLA members to capture real-time data from communities and VSLAs to supporting the Country Office in informing programming and facilitating evidence-based interventions and engagement with government stakeholders, communities and partner organizations to support women-centered crises response and recovery.

The data will track changes in impact and need over time could include the following:

- Data on context specific crises VSLA members are facing
- Data on priority impacts group members are facing and their priority needs
- Data on how existing crises is affecting VSLA group functions, including but not limited to saving, loan, social fund, and group solidarity dynamics, and ability to access services.
- Data on actions VSLAs are taking collectively – this could be economic focused actions such as groups business; social actions such as community mobilization, awareness campaigns and advocacy efforts
- Data on food price increases, and food security.
- Data on VSLA members' knowledge and practices about climate change mitigation and adaptation, as well as connection with crises they are facing.

Tentative methods

The team will conduct two rounds of quantitative surveys with selected VSLA members and one round of qualitative interview. The findings will be analysed and shared internally within CARE and externally with VSLA members, communities, government, and non-government organizations. The team will also track significant changes observed because of the findings and identify gaps and learnings to continue to improve the Women Respond tool and intervention.

Quantitative survey

- Two rounds of quantitative survey based on a standard survey tool targeting a sample population of VSLA members, 750 respondents in 5 provinces (includes tentatively Soc Trang (or Tra Vinh), Dak Lak, Quang Tri, Hoa Binh and Ha Giang).
- The second quantitative survey to be collected after 5-6 months after the first round. The survey will target the same sample of survey respondents from the 1st round.
- Two rounds of survey will be face to face interviews. Electronic data collection (EDC) form will be developed to facilitate the interviews
- Structure questionnaire will be translated and adapted for the survey.

Qualitative interview

- One round of qualitative interview will be conducted at the same time of the second round of survey (around five or six months after the first round of survey)
- Qualitative interviewees will be sampled from those who completed the 1st round of quantitative survey based on agreed criteria.
- 30 in-depth interviews will be conducted. A guideline for in-depth interview will be adapted from global tool to collect qualitative information.
- Qualitative data will be collected through both methods: face to face and phone-based interviews.
- Focus group discussion with local authorities (district and provincial level) will be conducted to better understanding climate change context at region.

CVN is looking for a consultancy to conduct data collection for this research. The consultant (either a consultant group or an agency) is expected to propose a comprehensive plan for data collection with high quality standards. The fieldwork process (preparation, field work, and quality control) should be ensured gender sensitivity, no harm and participatory approach.

Scope of work and key deliverables:

The consultant team or agency will work with CARE Vietnam team to conduct the data collection for 2 rounds of quantitative survey and 1 round of qualitative interviews, detail tasks below:

- Work with CARE researcher to get understanding about research and tools, then develop electronic data collection form and pilot the tools for adoption into Vietnam context
- Design a data collection plan (timeline, location, people in charge, ect) with clear quality control mechanism in closed discussion and consultation with CARE team.
- Implement 2 rounds of quantitative data collection in 5 provinces:
 - Form up a field-work team implementing data collection with close CARE's involvement in selection of data collectors.
 - Corporate with CARE to provide training for the fieldwork team and secure all data collectors participating in the data collection training.
 - Identify respondents and contact with them for data collection arrangement.
 - Execute data collection at the field securing quality control standards and study ethics agreed between CARE and consultants, under close supervision from CARE.
- Implement 30 qualitative interviews in 3 provinces:
 - Assign at least 2 senior researchers to work directly with CARE researcher to conduct these interviews.
 - Work closely with CARE researcher to understand the qualitative tools.
 - Identify respondents and contact with them for interviews.
 - Conduct qualitative interviews (face to face or phone-based interviews) after discussion closely with CARE researcher.
- Deliver field report, cleaned database in English and qualitative interview notes in Vietnamese.

CVN team's responsibilities:

- Provide training on research and data collection tools.
- Connect/introduce local partners for supports to the consultant(s)/agency.
- Provide guidance for respondent identification and interview.
- Monitor and support data collection as needed.

Key deliverables:

- The fieldwork plan with clear quality control mechanism for 2 rounds of survey and qualitative data collection accordingly the required timeline.
- The electronic data collection form is finalized and tested.

- Set of raw data collected in SPSS format (in English) and all other field-notes as well as pictures from field-team if any.
- Qualitative interview notes (in Vietnamese) and recordings (if have).
- A brief field report including fieldwork implementation, challenges and lesson learnt, and quality control results with interview recordings in English (not more than 10 pages).

Tentative Timeframe

Activity	Timeline (Completed by)	Duration (Estimated # of days)
Procurement and contract	End of October 2024	
1 st fieldwork preparation for survey in 5 provinces: electronic data collection form, questionnaire adoption, and training.	Mid-November 2024	10
1 st face to face survey data collection	Mid- December 2024	15
1 st survey field report and database	End of December 2024	5
Preparation for qualitative data collection in 3 provinces: training, respondent identification and interview arrangement.	Mid-May 2025	3
Conduct qualitative interviews	Mid-June 2025	10
Qualitative interview notes and recordings	End June 2025	2
2 nd fieldwork preparation for survey in 5 provinces: respondent identification and interview arrangement.	Mid – May 2025	5
2 nd face to face survey data collection	Mid-June 2025	10
2 nd survey field report and database	End of June 2025	5
Total of working days		65 days

Number of days can be adjusted upon discussion with the consultant.

Selection criteria

- Selection criteria for people conducting quantitative survey:
 - Experiences in using electronic data collection form for quantitative surveys.
 - Experiences to implement data collection and control quality in community.
 - Good knowledge and experiences to carry out research on multi-disciplinary themes.
 - Proven experience in working with gender issues, ethnic minority is a plus.
- Selection criteria for people conducting qualitative data collection:
 - A master's degree in social sciences such as: Anthropology, Sociology, or any other disciplines related to social and behavioural research.
 - Experience in conducting applied research, field research in the community and applying qualitative information collection techniques, including in-depth interviews and focus group discussions, using participatory facilitation tools.
 - Experience in documenting and skills in analysing information including information synthesis, interpretive analysis, and information generalisation based on research topics as well as case-study analysis.
 - Practical understanding about climate change, direct and indirect impacts, climate change mitigation and adaptation.

Application procedure:

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to email: Procurement3@care.org.vn, **deadline for submission is before 5PM on 17 October 2024.**

Applications including: Interested candidates should send following documents in English: (i) CVs, (ii) a comprehensive data collection plan with clear quality control mechanism , (iii) proposed budget and (iv) an example of a previous similar piece of work.

Only short-listed applicants will be contacted for interviews. Please do not make 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.