

TERMS OF REFERENCES

Consultancy service for conducting Survey on Gender role in Biomass Value chain

1. BACKGROUND

Vietnam has ample supplies of biomass from agricultural and forestry production which is a sustainable source for energy generation but currently it is mostly wasted. Farmers often burn the agroforestry by-products such as corn cob and sawdust fields to clear site for next crops or simply to get rid of the biomass waste. Agricultural production generates over 53 million tons of agricultural by-products, equivalent to 12 million tons of oil, mainly including rice husk and straw, corn plants, corn cobs, cassava plants, coconut and sugarcane fibres. Farmers often burn the agricultural by-products on fields to clear site for next crops. This burning practice emits tons of CO₂e annually and negatively affects the local health and environment. The burning of rice straw alone emits around 1.5 million tons of CO₂e annually and has harmful affect to local health and environment. There is a clear need of a good solution to efficiently use the wasted resource and control air pollution There is a clear need of a thorough solution to efficiently use the wasted resource and reduce air pollution. Meanwhile, lots of energy-intensive businesses, particularly tea-processing Micro-small Enterprises (MSEs), are becoming increasingly vulnerable to market fluctuations of energy sources. The MSEs are experiencing increases in their expenses for coal and wood as the main fuels for drying tea products since those resources are more scared and expensive with unstable supplies. Thus their business effectiveness is very much affected. Besides, those enterprises are also generating huge pollution from their inefficient burning of coal and wood, while the smoke and ash emitted from these burning processes also remarkably lower the tea products' quality. Those businesses have increasing need of a cleaner and cheaper energy technology to improve their business efficiency.

Women account for 52.8% of rural labourers and play an important role in all agricultural activities. However, they face constraints to gain equal benefits for their contributions to rural economic growth, such as lacking access to information, training opportunities, social supports for their economic leadership, etc

In response, Center for Creativity and Sustainability Study and Consultancy (CCS) and Oxfam in Vietnam has been developing and implementing a pilotproject: *Promoting the use of biomass by agri-MSEs in the northern region of Vietnam as a renewable energy source* aims to promote sustainable production and consumption of tea-processing industry in Dinh Hoa district, Thai Nguyen province through piloting the use of on-site biomass energy from agricultural by-products. It will contribute to reduce greenhouse gas emission and increase business effectiveness of agricultural Micro and Small Enterprises (MSEs).

Specific objectives of the project:

- **SO1:** To increase use of Biomass Gasification technology (BGT) and practices by agri-MSEs in tea-processing in Dinh Hoa district, Thai Nguyen province;
- **SO2:** To increase the availability of biomass gasification products and services in the market for better access of small-scale producers and agri-MSEs;

Expected results for piloting period of December 2017 – September 2018:

- R1: MSEs in tea-processing industry in Dinh Hoa have adopted biomass gasification technology and environment-friendly practices;
- R2: MSEs have sufficient support to create market linkages for their biochar (a side-product of the biomass gasification process) and develop viable business or production plans based on biochar product.
- R3: Local mechanical service providers and biomass collectors group have been established and strengthened.

In order to acquire comprehensive and valid data to draw an overview of gender role in biomass value chain, the project is looking for consultant(s) to conduct a ***‘Survey on Gender role in biomass value chain in Thai Nguyen province’***.

2. OBJECTIVE

The survey aims to provide an overview of gender role in biomass value chain in Thai Nguyen province, in which opportunities and challenges of men and women in engaging in different stages of biomass value chain are examined and evaluated. Specifically, it is expected to include an insight in the type and number of agri-MSMEs that rely on thermal energy for their business, current practices, needs and interests, their capacity and gaps, the available local biomass sources from agricultural and forestry wastes, and the (technical) potential of substitution current technologies by BGT investment trends, barriers preventing women from truly participating, gaining recognition and eventually taking the lead.

The survey is expected to help CCS and Oxfam to fine-tune with its development strategy and inform the detailed design of project interventions.

3. EXPECTED OUTPUTS AND TIMELINE

Design and carry out a comprehensive, accurate and valid survey on Gender role in Biomass value chain in Thai Nguyen province. The survey is expected to gather data at least in following categories: (1) the difference (if there is any) in income of both women and men in the biomass value chains, (2) the nature of work carried out by women and men; (3) threats/challenges that they are exposed to.

The survey would be expected to be in and within April to June 2018. The consultant(s) would be expected to provide the following:



- The survey design, methodologies, tools, and workplan;
- Draft report outline;
- Primary data;
- Draft report: The report should fairly represent the overview of gender role in biomass value chain, including status, opportunities, challenges/constraints of women and men engaging in the biomass value chain. All findings to be evidence-based, the report would also indicate proposed recommendation for closing the gap/problem/issues identified. The draft report of the mission could be either in English or Vietnamese has to be submitted to CCS/Oxfam by **Jun 10th, 2018**.
- Final report in Vietnamese and English: The final report needs to include an executive summary of no more than 2 pages. The maximum length for the report will be 30 pages plus appendixes. The final report of the mission should be submitted to CCS/Oxfam by **the end of June 2018**.

4. SCOPE OF WORKS

The consultants would be expected to do the followings:

- Desk review on gender role in biomass value chain;
- Field visits to the relevant stakeholders to gather information from locality;
- Analyze the scoping and mapping and consult with CCS and Oxfam team;
- Present the survey results in the CCS/Oxfam's meeting;
- Finalise the report with key findings and recommendations;

5. REQUIREMENTS

- The survey shall be guided by a convincing and comprehensive methodology. The designed methodology should take into account the following principles:
 - ✓ A collaborative approach, engaging staff, partners and other key stakeholders as appropriate in the design and implementation the survey.
 - ✓ A participatory approach with particular emphasis on capturing a cross-section of views from the target groups.
 - ✓ Qualitative and quantitative assessment techniques will be applied for the survey.
 - ✓ In-depth individual interviews, key information interviews, focus group discussions, observations and document review.
 - ✓ Use of purposeful sampling and qualitative and participatory methods/tools to generate understanding of underlying causes of the problems/issues.
 - ✓ Triangulation and cross checking of data through using multiple sources.
- The survey shall present the relation between biomass applications with gender role;
- The valid data is acquired thorough on-site examination;
- Among consultant team members, at least 1 person possesses technical background in energy industry;
- The survey content and report shall be submitted in both Vietnamese and English language.

6. DESIRED QUALIFICATIONS OF THE CONSULTANT(s)



The consultant(s) assigned to this project should possess the following qualifications:

- Advanced qualifications in one of the followings: Climate change, energy, Gender, Agriculture, Agribusiness, Economics or development related fields.
- At least 10 years of professional experience in related field (energy economics, gender in development projects, survey, research, data analyses, agriculture). Priority is given to applicants acquiring relevant experience in community economics projects, gender equality, the role of gender and minority/ disadvantaged communities, biomass and agricultural value chains.
- Demonstrated skills and experiences in assessment methodology, familiar with gender in development, climate change, energy, biomass value chain;
- Excellent ability to analyze and synthesize in concise and clear language;
- Excellent knowledge of gender, sustainable production and consumption, energy and climate change in Vietnam;
- Excellent English writing skills.
- Strong communication skills, both oral and written

7. SPECIAL TERMS

- **Intellectual property rights:** CCS and Oxfam shall own any data, reports created, gathered, discovered, obtained, or developed by the contractor. Any reproduction, translation, derivation, distribution or other use of this work is prohibited without the express permission of CCS and Oxfam.
- **Contractual relationship:** The selected consultant(s) will enter into a contract with CCS/Oxfam for the services delineated in this Scope of Work and others as may be agreed by both parties.

8. PROPOSAL SUBMISSION

Work proposal in Vietnamese or English. Companies/organizations/individuals group interested, please submit a detailed work proposal that fully describes the anticipated steps and level of effort required to accomplish the work outlined above.

The Proposal should be specified in terms of:

- ✓ Introduction of the Consultants' profile and related experience
- ✓ Technical methodology to achieve the survey objectives within expected timeframe.
- ✓ Specific work schedule to fulfill the tasks
- ✓ Survey personnel including team structure and allocation, with **Curriculum Vitae (CV)** of members assigned to project should be sure to include adequate detail related to any professional experiences/accomplishments similar to the work required above.
- ✓ Breakdown financial proposal
- ✓ Supporting documents (**Example of Similar Work Product**) to prove the knowledge, skills and experience of Consultant(s) that relate/ similar to the assignment: Either

include a copy of or online reference to similar work product which demonstrates firm's capacity to successfully and satisfactorily accomplish the work required. Successful submissions will draw upon expertise and experience in performing similar work in developing their proposals, and where necessary may adjust the workflow/requirements outlined above if deemed necessary to achieve high quality results. The proposal will include level of effort and cost associated.

Applications must be sent through

- (1) mail to Center for Creativity and Sustainability Study and Consultancy (CCS) at: No.6, Alley 255, Cau Giay Street, Dich Vong Ward, Cau Giay District, Hanoi (Attn: Ms. Tran Thi Phuong Huyen - Tel: 0973146045 - Director's Assistant) or
(2) email to: huyen.ttp@ccspin.org, cc: huyenttp0601@gmail.com

Deadline for submission: by April 30th, 2018

For any clarification, please contact:

Ms. Tran Thi Phuong Huyen

Tel: 0973146045

Email: huyen.ttp@ccspin.org

Only shortlisted candidates will be contacted for interview!