

TERMS OF REFERENCE FOR THE DEVELOPMENT OF A GENDER ANALYSIS AND ASSESSMENT OF VALUE CHAINS INCLUDING ASSESSMENT OF TRAINING NEEDS, CAPACITY BUILDING AND GENDER GUIDELINES IN THE PROJECT THAT CONEMUND IS IMPLEMENTING IN VIETNAM

Location:	Muong Thai commune, Phu Yen district, Son La province, Vietnam
Application Deadline:	November, 12th, 2014
Type of Contract:	External services
Post Level:	National Consultant
Languages Required:	Vietnamese and English
Starting Date:	November, 24 th , 2014
Duration of Contract:	1 month and a half

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I. BACKGROUND

CONEMUND is an independent non-governmental organization that was born in 1997 in Spain with the aim of promoting international cooperation for the economic and social development of developing countries. Nowadays our effort is focused on supporting the development of low – income countries of Africa and Asia. At the present time, all our efforts are focused on the following areas:

- Giving response to the basic needs of the communities, especially concerning literacy, basic education and the protection of children.
- Increasing the economic capacity of poor households (especially women and young people), through training programmes and labour insertion.
- Strengthening our institutional structure, providing a special attention to the training of those persons working in the local organizations we collaborate with.

In Vietnam, CONEMUND has its representative office since 2011 and has developed 2 projects in 3 provinces of the country working with rural communities increasing the economic capacity and promoting gender.

In August 2014, CONEMUND started the implementation of the project: “Improving living conditions through sustainable agriculture for poor rural families in Phu Yen District (Son La)”. The project aims to promote social and economic rights of rural people of Vietnam, through enhancing their food security conditions and the expected results are the following:

Result 1. Project partner at Village level has increased capacity in supporting poor villagers and facilitating own development interventions successfully.

Result 2. Improved access to irrigation and water management for enhancing agricultural production in 5 villages, in Muong Thai commune.

Result 3. Improved agricultural production system in project area for increasing productivity (rice and corn) and food quality with low environmental impact.

Result 4. Improved animal husbandry and access to veterinary services with low environmental impact.

Direct beneficiaries

1.787 villagers (338 households) in 5 villages in Muong Thai commune (100% of them are ethnic minority people).

Within the project, CONEMUND has the intention of carrying out a Gender analysis and assessment of the value chains for corn, rice and pig production together with the definition of the beneficiaries' training necessities within the project implementation, as well as the capacity building of CONEMUND staff. Thus, CONEMUND will contract a consultant team to carry out the Gender analysis and assessment of the value chains for corn, rice and pig production in the Muong Thai commune, together with the assessment on the necessities that the beneficiaries have of gender trainings and how gender has to be mainstreamed within the project and deliver a capacity building program for CONEMUND staff.

The consultant will work under the overall guidance of the Country Representative of CONEMUND based in Hanoi, Vietnam and with the collaboration of CONEMUND staff.

II. OBJECTIVES

General objective:

To develop a gender assessment of the different value chains for corn, rice and pig's production in the target communes. Analyze the existing production system in the 5 villages of the Muong Thai commune involved in CONEMUND project and the difference between gender relations regarding the productive system.

Specific objectives:

1. To provide with enough information to a better understanding of women's position within the socio – economic context of the target villages in Muong Thai commune.
2. To identify the needs and gaps in terms of gender knowledge and gender sensitive attitudes among the beneficiaries of the project, as well as among leaders, with the aim of providing CONEMUND staff with information to prepare future capacity building activities within the project and improve the gender inequality issues.
3. To prepare and deliver a capacity building program for CONEMUND staff and other stakeholders in order to improve the monitoring and follow up of the project with a gender approach and better address the designed activities related to the beneficiaries socio – economic development and the gender awareness raising within the villages. He/she will advise CONEMUND staff on how to mainstream the gender approach on the different activities to be conducted within the project.
4. To contribute to the development of CONEMUND strategic plan of intervention in the target area within this project and in the future.
5. To improve the knowledge of CONEMUND staff, the local partners and any involved institutions about the potential value chains (corn, rice and pigs' production) in Phu Yen district.

6. To identify relevant market actors or companies that play important roles in the development of the sustainable value chains (corn, rice and pigs' production) in the intervention area and the local government agencies and civil society organizations responsible for enabling the business sector.

III. DELIVERABLES

The Consultant will develop the following deliverables. The dates of delivery will be mutually agreed when signing the contract, based on the action plan submitted by the consultant.

1. **Gender assessment action plan**, both in English and Vietnamese.
2. **Gender assessment methodology: tools** (household questionnaires and guidelines for the qualitative data collection) to be used within the assessment.
3. **Draft of the final report** (in English) to be submitted to CONEMUND Country Representative for the review.
4. **Final report** (both in English and Vietnamese) after the comments from CONEMUND staff.
5. **Capacity building program for CONEMUND staff** (both in English and Vietnamese) in order to improve the monitoring and follow up of the project with a gender approach and better address the activities related to the beneficiaries socio – economic empowerment and the gender awareness raising within the communes.

IV. METHODOLOGY

The assessment will be done using a participatory approach promoting the active involvement of men and women of the communities. Facilitators will guide communities to identify their own needs and challenges in terms of gender inequalities and find out possible solutions.

The analysis will respond to the following (but not limited to) research questions:

- What is the disaggregated data on value chain workforce?
- What are the roles and position of women along the value chain?
- What is the income of women within the value chain if they get any?
- what are the main obstacles but also opportunities for women and what are the existing inequalities?
- What are the different needs of men and women?
- How could women improve their level of participation within the value chain and decision making power?
- How could a more equitable distribution of tasks with the value chain increase the family profits?

The whole process of the analysis will be the main awareness raising activity of the project and will prepare communities to better accept gender-sensitive activities.

The estimated action plan could be as it follows:

Phase 1: Mapping Gender relations and roles along value chain in the community

The first step in developing gender-equitable value chains in the village is based on an accurate understanding of existing gender relations in the context and for specific crops.

It includes:

- (1) Mapping men's and women's participation and benefits along the chain.
- (2) Identifying the factors that shape the gender patterns in value chain operations.

Collection of relevant gender-related data (from primary and secondary sources and presentation of that data to the community). This mapping process includes both quantitative and qualitative data collection.

PHASE 2: Identify Gender-based constraints

Gender-based constraints (GBCs) are restrictions on men's or women's access to resources or opportunities that are based on their gender roles or responsibilities.

The results of this analysis would be considered for adapting following activities linked with the socio – economic empowerment of the beneficiaries.

CONEMUND estimates that for the development of this activity, following phases would be implemented by **1 team leader and 4 team members** (during the field work).

1. Document review, survey design, tool development and preparation (1 week)

Review project related documents and reports.

Develop detailed design of the methodology and detailed field work plan.

Develop household survey questionnaire and guidelines for qualitative data collection, training of data collectors.

2. Field work (2 weeks)

The techniques for data collection and analysis will be designed by the evaluation team and must take into account all the needs of the stakeholders. The report must mention the collected data, arguing their validity and appropriateness to the context.

The quality of the methods, the rigor of the statistics, the techniques and the samples must be guaranteed.

The following techniques could be used:

- Qualitative (focus group, discursive analysis, life stories, in-depth interviews,) when the questions require an in-depth analysis and to stimulate the participation of every beneficiary group in all the evaluation process.

- Quantitative (data analysis, questionnaires to measure) to be able to give an answer to those questions that require measurement.

The statistics' rigorousness will be taken into account, also the implementation of protocols and technical assessment for the course of action to be taken in the remaining part of the Program.

At the same time, data and the available information in the monitoring system (database with quantitative data) will be taken in consideration, in order to avoid the duplication during the survey of primary data by the evaluation team, however its reliability should be a main task during the evaluation process.

Lastly, meeting with local partners, authorities and other relevant stakeholders to present preliminary key findings will be developed.

3. Data entry, processing and analysis (1 week)

Transcription and Qualitative data processing and analysis.

SPSS database design.

Quantitative data cleaning and entry.

Quantitative data processing and analysis.

4. Reporting and presentation (1 week)

Draft the English report and send it to CONEMUND Country Representative.

Finalize the report after receiving comments from CONEMUND.

Meeting with stakeholders (villagers, local authorities, etc.) to present findings

V. COORDINATION

Under the supervision of the Country Representative of CONEMUND in Vietnam and in coordination with the staff of CONEMUND, both in Hanoi and in Phu Yen district.

VI. DURATION OF CONTRACT

The estimated duration of the contract is one month and a half, starting on the **24th of November, 2014**.

The contract will be considered finalized once all deliverables are submitted.

VII. PLACE OF EXECUTION OF WORK

The consultant will carry out the Gender assessment in the 5 villages of the Muong Thai commune, in Phu Yen district, Son La province, Vietnam. It is expected that he/she will travel to Son La province to carry out

the assessment. The duration of the trip to Son La province will be agreed during the preparation of the action plan. However, it is estimated that a two weeks duration trip would be enough for the gender assessments. It must be noticed that some modifications in the estimated trip could occur, due to work loads.

VIII. TYPE OF CONTRACT

Technical assistance, without employer-employee relationship (i.e., not subject to any obligations and benefits in the context of full-time employment) according to Vietnamese law.

IX. PROFILE, COMPETENCIES, SKILLS AND EXPERIENCE

Team members:

- 1 Team leader (Vietnamese consultant, gender specialist)

Education

- University degree in social science, law, humanities or a related field.
- Master/PhD in Gender and Development.

Experience/knowledge/skills

- Extensive experience in gender research and assessment in development organizations
- Notable experience working in gender and development programs
- Knowledge on gender and politics
- Ability to work independently
- Up to date knowledge of international donors policies, guidelines and procedures would be an asset
- Experience in value chains and rural development would be an asset
- Computer proficiency
- Experience in Gender issues in different contexts
- Good spoken and written skills both in Vietnamese and English
- Ethnic minority language would be an asset

4 Team members (Vietnamese consultants, with wide experience doing surveys and gender assessments)

Education

- University degree in social science, law, humanities or a related field.

Experience/knowledge/skills

- Experience in gender research and assessment in development organizations
- Notable experience working in gender and development programs
- Knowledge on gender and politics
- Ability to work independently
- Experience in value chains and rural development would be an asset
- Computer proficiency
- Experience in Gender issues in different contexts
- Ethnic minority language would be an asset

Key profile, competencies, skills, experience and economical proposal will be used to assess as follow with the maximum score of 100 points:

- a. Competencies (20 points)
- b. Experience/Previous works (20 points)
- c. Methodological proposal (25 points)
- d. Action Plan (10 points)
- e. Index of the contents of the deliverables (15 points)
- f. Economical proposal (10 points)

X. CONTRACTING AUTHORITY AND PUBLICATION

The contract will be signed by the consultant and CONEMUND's Country Representative in Hanoi, Vietnam and the consultant.

XI. PARTICIPATION IN THIS TENDER

Participation in this tender is open to any individual able to act and who is not involved in any inability to be recruited, whose activities are directly related to the object of the contract and can demonstrate his/her professional profile.

XII. SUBMISSION OF PROPOSAL

Interested candidates must submit the following documents:

- **Updated CVs**
- **Technical proposal:** the consultant will submit a proposal, both in Vietnamese and English, including all the specific activities to be carried out during the training and the methodology that

will be used within it. It should include as well an index of each of the deliverable items to be provided during the consultancy.

- **Economic proposal:** Budget breakdown including total budget for doing the study (consultant fees, travelling expenses, allowance for respondents, etc.).

The technical, economic and human resources proposal must be presented in electronic format before November, the 12th 2014, to the following email addresses:

ines.ramos@conemund.org (Ms. Inés Ramos)

Please indicate in the mail subject “GENDER ASSESSMENT –SON LA”

XIII. FEES AND TERMS OF PAYMENTS

The contract and fees will be signed on the basis of the experience, knowledge and quality of the proposal. Payment will be made in 4 phases, based upon satisfactory completion of agreed outputs and deliverables. All the expenses for the trip to Son La province will be covered by CONEMUND (included in the economic proposal).

All taxes should be included in the amount of the contract and as such, CONEMUND will be responsible for the payment of the PIT of the consultant, according to local legislation. Payment will be transferred to the bank account of the consultant. To process the payment, the consultant will provide an invoice and the bank account details where the payment will be transferred to and a receipt thereafter.

XIV. CONFIDENTIALITY

CONEMUND and the contractor will agree that, except as may be required by law, any information relating to the affairs, vendors, finances, properties, methods of operations, programs and documentation pertaining to participants received during or after the term of this agreement is confidential and such information will not be released or disclosed without the prior written consent of each party. The contractor must protect the design, tools, database and reports under the current contract which remain the property of CONEMUND; CONEMUND will own all data collected. The contractor has to keep strictly confidential, even after termination of this contract, all matters which come to his/her knowledge during the duration of the agreement under this contract. The Consultant commits not to resell, redistribute or share any of the information to the third party nor reuse any of the information for personal benefits.

