



TERMS OF REFERENCES FOR CONSULTANT WEAVE PROJECT BASELINE STUDY

Project title: Women’s Economic Empowerment through Agriculture Value Chain Enhancement (WEAVE)

Location:

SNV: 02 communes in Bac Ha district, Lao Cai province

Oxfam: 02 communes in Bac Ha district, Lao Cai province

CARE: Thanh Van & Mai Lap communes, Cho Moi district, Bac Can province

Duration: 24 working days

Consortium: CARE Vietnam, Oxfam, SNV

In line with CARE International’s program approach **CARE International in Vietnam** (CARE) aims to achieve lasting impact at a broad scale with marginalized and vulnerable groups of people through addressing underlying causes of poverty, including vulnerability to disasters, gender inequality and social injustice through a set of coherent interventions. In the northern mountainous areas of Vietnam, CARE aims to promote economic empowerment and voice of Remote Ethnic Minority Women (REMW) who are land poor, socially isolated and have weak resilience to hazards and shocks.

SNV has been working in Vietnam since 1995. Vietnam has become a middle income country, however pockets of poverty still remain, mostly in ethnic minority communities. Increasing urbanization has also created new pockets of poverty in and around the cities. SNV team works hand-in-hand with communities, government agencies and businesses, in some of the remotest and poorest areas of the country, to strengthen their capacity to effectively reduce poverty.

In Vietnam, **Oxfam** is recognized as one of the leading international non-governmental organizations, especially in rural development, disaster risk reduction and humanitarian response, civil society development, ethnic minorities, and women’s empowerment. Oxfam has been working in Vietnam since 1955, when we made our first humanitarian grant. After several decades of supporting humanitarian responses, we started to focus on development work in the late 1980s. Oxfam works with communities, the government, civil society organizations and other NGOs to promote equity, human development and economic well-being through social and economic change.

1. Project Background

In order to address gender-based barriers to women’s full participation in agricultural value chains and better support women’s genuine economic *empowerment*, CARE, Oxfam and SNV will work together as a consortium to implement the *Women’s Economic Empowerment through Agriculture Value Chain Enhancement (WEAVE)* project in Bac Can and Lao Cai provinces, funded by the Australian Government. The overall goal of the WEAVE project is to *enhance women’s economic empowerment and social inclusion in agricultural value chains in rural Vietnam*. This will be achieved through three outcomes:

Outcome 1: Women have the decision influence, capacity, confidence and support to benefit from increased social & economic opportunities;

Outcome 2: Women gain increased benefits through better organized and enhanced value chain and market linkages;

Outcome 3: The Sustainable development programme for the Northern Upland area and local development agenda create an enabling environment for women-inclusive value chains.

WEAVE will work with around 1,800 members' of producer groups in Bac Kan and Lao Cai to improve women's participation in three value chains: banana (Bac Kan), pig and spice (Lao Cai). WEAVE will employ multiple approaches: i) Gender transformative changes and social inclusion; ii) Development of sustainable pro-poor value chains and iii) Promoting an enabling environment to make the changes at different levels: individual and household level, community level, and at the multi-stakeholder/value chain level.

As part of inception phase, the project is recruiting a consultant or consultancy firm (Vietnamese or international) to conduct the WEAVE project baseline study.

2. Baseline study objectives

Specific objectives:

O1: To establish baseline information that serves for before-and-after comparison with the final evaluation;

O2: To inform designing and planning project's activities, with potential adjustment in interventions;

O3: To inform setting achievable targets for project indicators;

O4: To provide recommendations on overall project's interventions.

To attain the above objectives, the consultant is expected to respond for the following **key study questions**:

Q1. What is the baseline status of project log-frame indicators in terms of: decision-making and control over production, household incomes and expenditure; gender-equitable attitudes; women's leadership in producer groups; access to inputs and market information; inclusion of producer group interests in Provincial/District/Commune level socio-economic and/or sector development plans; average household net income and net income from targeted products? Do any indicators need to be adjusted?

Q2. What are the perceived causes, motivations and barriers for targeted beneficiaries to improve in these domains?

Q3. Based on baseline study findings, is any adjustment of interventions required as compared to the approved project document?

3. Methodology & sample size

The consultant will propose the sample size (based on 1,800 expected beneficiaries in three project locations), methodology and research tools that are best suited to the baseline study objectives, indicators, project and local context. These information will be further developed and finalized in consultation with the project management team (CARE, Oxfam, SVN) as a detailed study plan upon consultant is selected. The baseline study process should be participatory, incorporating a cross section of key stakeholders, including but not limited to, participants, local government institutions, local/national partners through proper sample represented. All data and findings should be disaggregated by sex, age, ethnicity, disability and value chain. The WEAVE methodology must include a cohort study using the Women's Empowerment in Agriculture Index (WEAI - see: <https://www.ifpri.org/topic/weai-resource-center>). Tentatively 10 women

per each value chain (pig, banana and cinnamon = 30 women) should be included as part of WEAI cohort sample size.

WEAVE builds on work undertaken by CARE, Oxfam and SNV in the targeted value-chains. Where possible, information for the baseline assessment should use secondary sources of research conducted by the three organisations in the target locations.

4. Scope of the Consultant’s Work

The consultant will report to CARE’s M&E Advisor but will work closely with the consortium’s Monitoring, Evaluation and Learning (MEL) technical team made up of staff from CARE, Oxfam and SNV. The scope of work is outlined below:

- Desk review: Analysis of existing and relevant documents such as the WEAVE design and log-frame, value chain and gender analyses, policy analysis report. This desk review will identify data gaps and inform the scope of the field work.
- Design baseline survey protocol including: sample size, practical baseline survey method, data collection tools, detailed fieldwork plan, analysis plan, and quality control plan. Data must be collected for outcome-level indicators only.
- Taking lead in primary data collection at the field with support from MEL team. The following table is tentatively planning the key activities and labor division for carrying out WEAVE baseline study:

| # | Proposed activities | Consultant | MEL team |
|----|---|------------|----------|
| 1 | Develop detailed baseline protocol. | X | |
| 2 | Provide technical feedback for finalization and approval of baseline protocol. | | X |
| 3 | Training in data collection tools for enumerators (consortium staff and partners). | X | |
| 4 | Field work preparation | | X |
| 5 | Participate in fieldwork for all value chains. | X | X |
| 6 | Quality control for the data collected | X | |
| 7 | Primary data collection. | X | X |
| 8 | Data organizing, processing and analyzing. | X | |
| 9 | Presentation on preliminary findings in English for consortium and partners. | X | |
| 10 | Draft baseline report in English | X | |
| 11 | Finalize the report in English after receiving and responding to all the feedbacks from MEL team. The report will include a table presenting baseline information against each indicator. | X | |

The baseline study will be conducted at four communes of Bac Ha district, Lao Cai province and two commune of Cho Moi district, Bac Kan province.

5. Deliverables

- Baseline study protocol
- Developed data collection tools
- Set of raw and cleaned data (original records, transcripts, all completed questionnaire, code book/dataset)
- A presentation on key findings in English
- Baseline study report in English (no more than 25 pages, excluding annexes) including:
 1. An Executive Summary
 2. Introduction and background
 3. Objective, scope and methodology
 4. Key findings and analyses
 5. Conclusion and recommendations
 6. Annexes including table presents baseline information against each log-frame indicators.

The final baseline report will be used for:

- Reference in strategic project planning and advocacy;
- Sharing with local partners and community for practical operations and learning; and submitting to DFAT for reporting, monitoring and planning.

6. Preparation and Logistical Support

All documents will be sent to the CARE's project team one week before field works for review and agreement on the methodology and report to ensure its quality in consistence with CARE's expectation.

The project team will facilitate the MEL team's work through the provision of all required logistical support such as accommodation, transportation to/from/within project areas as well as arrangement of meetings and field visits for the data collection.

7. Work plan

| Activity | Location | Timeline (2016) | Estimated working day |
|---|------------------------|--|-----------------------|
| Desk review and develop baseline study protocol | Hanoi | 2 nd week of July | 4 |
| Leading and quality assurance for the data collection | Lao Cai and/or Bac Kan | 4 th week of July - | 6 |
| Data entry and analysis | Hanoi | 3 rd to 4 th week of Aug | 7 |
| Develop and present the key findings in English | Hanoi | 4 th week of Aug | 2 |
| Report writing and finalizing | Hanoi | 4 th week of Sep | 5 |
| Total of working days | | | 24 |

8. Consultant qualification requirement

Expected qualifications for the consultancy include:

- Experienced research skills, both quantitative and qualitative
- At least 5 years experience in monitoring and evaluation
- Very good written and verbal communication skills and quality report writing skills in English.
- Understanding the approach of Women's Empowerment in Agriculture Index and having good experiences and knowledge of ethnic minority issues, gender issue and value chain are desirable.

9. Application

Interested candidates should send (i) CVs in English, (ii) a baseline survey proposal including innovative proposed methodology, sampling, fieldwork plan, data processing and analysis proposal, quality assurance plan, (iii) proposed budget, and (iv) an example of a previous similar piece of work to: procurement@careint.org

Or hand delivery to:

CARE International in Vietnam

Zone B1, 9th floor, CDC Building, 25 Le Dai Hanh Str., Hai Ba Trung District, Hanoi, Vietnam

Closing date to apply for this Consultancy is **5 July, 2016**

Only short-listed applicants will be contacted for interviews. Please do not make telephone contact after submitting the application.

Child Protection

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.