

Consultancy Services for “Baseline Survey for FLOW/EOWE Programme”

Consultancy service: undertaking a Women Empowerment In Agriculture Index (WEAI) baseline survey

Background

SNV is a not-for-profit international development organisation. Founded in the Netherlands nearly 50 years ago, we have built a long-term, local presence in 39 of the poorest countries in Asia, Africa and Latin America. Our global team of local and international advisors works with local partners to equip communities, businesses and organisations with the tools, knowledge and connections they need to increase their incomes and gain access to basic services – empowering them to break the cycle of poverty and guide their own development. In pursuit of its mission and purpose, SNV is implementing series of country and multi-country programmes in Agriculture, Water sanitation and hygiene and Renewable energy.

The “Enhancing Opportunities for Women’s Enterprises” (EOWE) is a 5 year programme funded by the Dutch government as part of the Funding Leadership and Opportunities for Women (FLOW) funding stream. The programme is implemented in collaboration with local partners in four central provinces of Vietnam and 12 Arid and Semi-Arid Counties in Kenya.

The programme aims to advance women’s economic participation and self-reliance in Kenya and Vietnam by creating a conducive environment for female entrepreneurship as a vehicle for change. Amongst many other key activities, the programme will enhance implementation of gender sensitive policies while tackling socio-economic and gender barriers at local levels to improve the enabling environment for Women’s Economic Empowerment (WEE). In addition, the programme will support women to enter business, as well as those already in businesses, to increase their profitability and viability so as to address inequalities in the economic arena. The FLOW/EOWE programme will build the capacity of local actors to be central pillars of this change.

The programme is at inception phase, preparing for foundational start-up studies and baselining. At this phase, the important studies include (i) Gender analysis, (ii) KAP survey and (iii) WEAI baseline survey. This TOR is for the WEAI baseline survey. The FLOW/EOWE programme plans to use the women empowerment in agriculture index tool (WEAI) for baselining of key women empowerment indicators. The Lead researcher/WEAI baseline Team leader for this WEAI baseline has been recruited for both countries Kenya and Vietnam for the baseline survey design, train enumerators, lead the analysis of the data from WEAI baseline survey and develop a report. This survey outcome will amongst others be used to establish baseline indicators and review of the programme M & E plan. For each country, the country programme will recruit the field survey team to undertake the data collection and processing according to the established design.

The FLOW/EOWE programme Vietnam is seeking consultant team or research firms with affinity for gender and women economic empowerment to undertake field survey for collecting the baseline data in 4 provinces of Vietnam, in line with the design made by SNV designer/Lead researcher.

CONSULTANCY SERVICE DESCRIPTION

Objective:

To conduct the field WEIAI baseline survey as per research protocol and survey questionnaires in 4 provinces of Vietnam. This survey outcome will amongst others be used to fine-tune the M&E framework of FLOW/EOWE programme.

Sample size and target groups:

The baseline study has 4 target groups:

1. Women who (partly) own a business in the intervention – intervention group;
2. Women who (partly) own a business not in the intervention – control group;
3. Primary males in the households of women in the intervention;
4. Primary males in the households of women not in the intervention.

This means that the survey will be conducted with 2 respondents per household. We suggest a sample size of 385 respondents per target group, leading to a total sample size of $385 \times 4 = 1,540$ n.

Scope of work and Tasks:

1. To develop a survey plan in 4 province (Quang Binh, Binh Dinh, Ninh Thuan, and Binh Thuan), including questionnaires testing plan
2. To be trained on the survey
3. To test and adapt the survey according the local conditions, in order to ensure approach and questions are very well suited to local gender context and avoid misunderstanding on it.
4. To perform the survey in 4 provinces to a minimum of 385 HH's per province
5. To enter the data on STATA and do the testing to ensure it is clean and without mistakes.
6. To support the Lead researcher/WEIAI baseline team leader, providing additional information on the context and/or supporting on further analysis of the survey results.

Deliverables

1. A Work plan
2. Tested survey according the local conditions with Notes of actual field survey held as per plan (i.e. with established time, participants)
3. Raw material of at least 385 survey performed in each province (at least 1,540 surveys)
4. A digital copy of the data entry on STATA. This needs to be clean and without mistakes.
5. A brief final report of the work done including the additional support provided to the team leader (in English).

Assignment duration

This assignment is expected to take around 4 weeks to complete.

Team composition and qualifications

In order to ensure a clear coordination with the Lead Researcher/WEIAI baseline Team Leader (based in Kenya), it is suggested the team will have the following composition:

- Field survey leader:
 - The survey leader will liaise with the Lead Researcher/WEIAI baseline Team Leader and will have the direct communication regarding the survey and will receive a quick training over skype on the survey developed by the team leader.
 - Will lead and coordinate the team of surveyors and the person to enter the data and ensure quality control
 - Ensure delivery of clean STATA files to lead researcher
 - Responsible to SNV as the assignment leader for fulfilling tasks and deliver results for Vietnam survey.
- Surveyors:
 - These will perform the data collection in the field and will ensure the information is accurate and understandable.
- Data processors:
 - These will be the responsible to enter the data in the system and ensure the accuracy of the data entry (different from Surveyors)

General requirement:

- Key members have more than 5 years experiences, qualified enumerators, with minimum basic degree in development studies, gender, social sciences or related fields
- Extensive experience in conducting baseline survey, gender-related researches: interview techniques, data processing, STATA
- Knowledge of participatory approaches and community survey tools
- Good understanding of local context will be preference

How to apply

Interested consultants are requested to submit their technical and financial proposals demonstrating their ability to deliver on this assignment based on their qualifications and experience.

To get the formats for the technical and financial proposal, interested firms and/or group of consultant must send a mail to snvietnamprocurement@snvworld.org to request both formats. Only proposals that are sent in the SNV provided formats will be accepted.

Deadline for submission of proposals is 5pm on 12th June 2016.

Proposals should be delivered to: snvietnamprocurement@snvworld.org with the title: “Baseline survey for FLOW/EOWE Programme”.