

TERMS OF REFERENCE

Title: Consultant for writing report
Location: Ha Noi
Duration: January – Mid of February 2019
Reporting to: Pham Kim Ngan (Program Officer)



CARE is an international development and humanitarian aid organisation fighting global poverty and injustice, with a special focus on working with women and girls to bring lasting change to their communities.

CARE International in Vietnam is a dynamic organisation working with Vietnamese partner organisations for 30 years on 300+ projects. CVN recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CVN's long term programme goals are Remote Ethnic Minority Women and Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

Female garment factory worker is one of the key target groups of SMP program. The garment industry's largely female workforce in Vietnam is subject to a number of pervasive challenges, both within factories and in the communities where the women live, such as the vulnerability in accessing to the social services, the difficulties in setting a worker network which can support themselves in the community context, the challenges in raising voice for their legitimate right with the key stakeholders such as the factory managers, the local government, the service providers, the landlords or even with other family members.

Project information

"I am Strong" project is one of the SMP projects which helps to promote the situation of the female workers, especially in the mentioned factors. Through the "I am Strong" project, female factory workers will mobilize collectively to access their rights and improve their well-being. Program outcomes will be realized within a more supportive enabling environment – both inside and outside factories. There are three targeted garment factories involving in the project in Thanh Hoa province.

Rationale and purpose

In August 2018, a baseline assessment was conducted in Thanh Hoa province with female garment workers in order to collect the baseline data regarding to the project indicators as well as to better inform for the project intervention. Its information focused on many aspects of the female worker's well-being in both factory and community. Among the three targeted factories, there was one factory did not join the survey at that moment because they could not arrange their time due to the peak season.

In November 2018, CARE VN conducted another comprehensive research on labour safety and sexual harassment in workplace. The research was designed to answer the following questions:

- What do female workers say about their working conditions, pay, working hours, health and safety at work, and how they are linked to the risk of violence and harassment?
- What do female workers consider to be the main factors leading to violence and harassment in garment factory?
- What awareness do women factory workers have of workplace policies and procedures, and/or community and other supports?
- What issues would women workers like to take up in their workplace?

When conducting this research, CARE decided it was a good chance to engage the aforementioned factory that we were still lacking the information. This data from this factory is not only contributing to the research, but also becoming a good additional resource for the “I am Strong” baseline information.

Since the project need a separate report based on the data from this factory, we are seeking a consultant to write it. The quantitative and qualitative data serving for this report were analysed and ready for report writing. However, the consultant may need to access to the data resource for more quantitative analysis to inform to the report better. This report aims to partly answer mentioned research questions.

Key objective:

Scope of work and key deliverables:

Scope of work:

The consultant will:

- Describe the general demographic information of the workers in the factory
- Present key findings for the research questions which analyse and evaluate the situation of women’s safety and sexual harassment
- Make recommendations for the project intervention and the factory to improve female workers’ situation

Product’s deliver:

- A power point presentation of key findings
- Final report in English language including conclusions and recommendations of any necessary revisions to interventions.

Tentative Timeframe

The assignment is expected to commence January, 2019 and end by mid of February. Detail schedule will be provided by consultant. Consultant will provide CARE with numbers of day for the tasks or the total days to complete those listed.

Selection criteria:

- Strong English writing skill
- Skillness in using both qualitative and quantitative research methods;
- Strong analytical skills; familiarity with quantitative and qualitative data analysis
- Understanding of Vietnamese Labour law context
- Strong senses and practices of Do no harm principles

Application procedure:

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to **procurement@care.org.vn** by **9am on 23 January 2019**

Applications include: (i) a CV in English, (ii) a report outline and proposed timeframe (iii) proposed budget and (iv) an example of a previous similar piece of work

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 staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager.”

