

Terms of Reference (TOR)

for

ActionAid Women's Rights Programme III Project Baseline Survey Consultant

1. Background and Overview

ActionAid is a global justice federation working to achieve social justice, gender equality and poverty eradication. It was founded as a charity in 1972, and throughout its history it has innovated and evolved its approach to better address the structural drivers of poverty and injustice. ActionAid believes people living in poverty and exclusion have the power within them to create change for themselves, their families and communities and ActionAid is a catalyst for that change. In the 1990s, ActionAid adopted a human rights-based approach to development, which is ongoing as its core approach. In 2003, the ActionAid International federation was established, comprising members in every region of the world, and headquartered in South Africa.

ActionAid International Nepal (AAIN) is a member of the federation, working for human rights, anti-poverty and gender equality. It is a non-governmental social justice organisation established in 1982 and working locally in different provinces of Nepal. It is also a part of both national and global social justice movement and other civil society networks, alliances, and coalitions.

ActionAid Nepal is in its early stages of implementing Women's Rights Programme III (WRP III) 2023-2027. It is funded by Irish Aid and implemented across two other countries including Nepal - Kenya and Ethiopia. This programme aims to achieve equal opportunities for women in safe communities. It builds on the success of WRP II (previous programme running from 2017-2022) and focuses on two key outcomes across the three countries a) reduction in GBV for women and girls and 2) greater economic empowerment for women in marginalised communities. There will also be an additional focus on climate justice within the programme in order to combat and mitigate the impact of climate change on women's rights.

The project's overarching objective is to create a society that offers women equal opportunities to resources, services, and opportunities while ensuring that they are free from violence, harassment, and discrimination and have greater economic security. The project aims to overcome obstacles by engaging men, boys, and other system actors and advocating for policies and programs that promote gender equality, challenge discriminatory social norms and attitudes, and provide assistance to women who have experienced violence or discrimination while increasing community capacity to prevent violence against women and girls and supporting women's livelihoods. This will be achieved by working with governments, civil society organizations, and stakeholders to establish and implement laws and policies that protect women's rights, providing training and resources to support women's full participation in society, and establishing secure spaces for women to access services and assistance without fear of harm or reprisals.

The ultimate goal of the women's rights project focused on "Equal opportunities for women in safer communities" is to advance a more inclusive, equitable, and just society where women can reach their full potential and make meaningful contributions to their communities and countries.

The specific expected outcomes of the programme include:

1. **To reduce gender-based violence (GBV) in Nepal** by enhancing the capacity of women and girls to demand their human rights from duty bearers and service providers at all levels, increasing the confidence of women to report cases of GBV, and promoting behaviours among duty bearers that support women's rights.
2. **To promote economic empowerment for women in marginalized communities in Nepal** by enhancing their capacity to organize themselves, engage in livelihood activities and decision-making spaces, and promoting behaviours among duty bearers that create a safe economic environment for women.
3. **To Increase the resilience of girls and women the face of climate change to adapt its impacts** by enhancing the capacity and mobilization of women and young people in Nepal and advance climate change issues through climate change initiatives.

2. Objectives

From this call it is aimed to collect baseline data on key areas related to women's rights and empowerment, which will guide the project's implementation and measure its impact. The purpose of this terms of reference is to hire a consultant to conduct a baseline survey for the project.

The consultant will be responsible for conducting a baseline survey for the Women's Rights Programme III that

- Captures perceptions and experiences among women and girls in relation to GBV, including their feelings of whether risks of GBV are decreasing, whether they feel safe and levels of confidence in reporting cases and demanding rights.
- Captures attitudes and behaviours among women, girls, men, and boys on the underlying gender norms that perpetuate GBV.
- Captures current levels of accountability and responsiveness from power holders (men and boys, religious leaders, community leaders) and decision-makers (councillors, politicians, chiefs, local/county/national government) to demands of rights holders, analyse progressive and regressive actions (behaviours, statements, resource allocation, support for policies and laws, and setting up of spaces), taken towards gender quality equality, and track changes over time towards a shift from regressive (negative) to progressive (positive) actions.
- Capture data on access to services, including levels of reporting GBV, adequate and functional referral mechanisms, and access to economic opportunities which includes access to educational skill development training, fair wages, financial services, and markets etc.
- Capture levels of gender-sensitive policy, legal and budgetary reforms at the local and national level.
- Capture levels of agency of civil society structures and partners, and the situation of civil society space in general.
- "Capture data on the levels of resilience (including their indigenous practices, capacity, and leadership of women and young people to climate change impacts and advance initiatives related to it while monitoring budget allocations on climate change at the local level to ensure proper utilization and; analysing secondary sources to understand the

current risks for target communities related to the frequency/trends in extreme weather events, biodiversity loss, and other impacts of climate change."

3. Scope of Work

The consultant will work closely with the program team to co-develop data collection tools (qualitative and quantitative) that respond to the objectives of the study and are appropriate to the context. The baseline survey should be informed by feminist principles and perspectives, designed to challenge gender inequality, and promote women's rights and empowerment. The consultant should ensure women and girls are at the centre of the analysis and uphold ethical standards.

The consultant should adopt a rigorous approach to baseline sampling that includes statistically representative approaches that track changes in the economic status of program participants and appropriate measures related to women's rights.

The consultant's tasks will include but not limited to:

- Develop a detailed methodology and data collection tools for the baseline survey, in consultation with the project team.
- Ensure that necessary ethical approvals are obtained for data collection.
- Conduct a comprehensive literature review of relevant policies, laws, and studies related to women's rights, economic empowerment, and safer environment in the targeted area.
- Develop a detailed work plan for data collection, management, and analysis and submits an inception report as part of its deliverables.
- Provide training for the enumerators/partners to carry out quantitative survey.
- Interact/share learning and findings with AA Ireland Programme Focal Person as required
- Conduct field visits to the targeted area to collect data through surveys, interviews, and focus group discussions.
- Collect both quantitative and qualitative data on various aspects of women's economic empowerment and safety in the targeted area.
- Organize and facilitate multiple consultation meetings involving AAIN, location implementing partners, communities, and other stakeholders to identify key actors and map their roles, while gathering the desired changes that they would like to see from these actors over the next five years and develop theory of change accordingly.
- Analyse the collected data and produce a quantitative baseline report, qualitative data tables, and a PPT presentation on findings.
- Produce a short summary of findings that can be shared with stakeholders.
- Identify gaps and challenges in the project and provide recommendations for its future activities.
- Demonstrate strong capacity in managing data and statistics and planning, organizing, and undertaking research using participatory mixed method approaches.
- Demonstrate expertise in gender, experience in undertaking studies in culturally and socially sensitive/emotive sectors such as GBV, and awareness of the ethical and safeguarding protocols needed to conduct such research with respect to all stakeholders.

4. Evaluation Principles and Quality Standards:

The baseline design and implementation must be in line with AAI Evaluation Principles and Quality Standards, which will be shared with the successful candidate. The baseline survey should capture learning, address power relations, promote transparency, and credibility, and provide evidence and rigor. The baseline survey should link evaluations to monitoring and learning, build partnerships, and promote credible and sustainable alternatives. (For detail on insert document below as reference)

5. Expected Approach and Methodology

The consultant will be responsible for conducting a baseline survey for the Women's Rights Project that captures perceptions and experiences among women and girls in relation to GBV, attitudes and behaviours among women, girls, men, and boys on the underlying gender norms that perpetuate GBV, levels of accountability and responsiveness from power holders, access to services, access to economic opportunities, levels of gender-sensitive policy reforms at the local and national level, levels of agency of civil society structures and partners, and the impact of climate change.

6. Expected Deliverables

The consultant will be responsible for the following deliverables:

- A detailed work plan for data collection, management, and analysis.
- Documentation of necessary ethical approval for data collection.
- Inception report
- Quantitative baseline report.
- Qualitative data tables.
- PowerPoint presentation on findings.
- Short summary of findings that can be shared with stakeholders.

7. Timeframe

The consultancy assignment will start from 15 May 2023 to 31 June 2023 for an estimated duration of 30 working days to cover the desk study phase, interviews, data gathering, drafting, and finalising reports. Consultant must submit the final report to AAIN by 30 June 2023.

Output	Timeline
Design the Final Baseline questionnaire, methodologies, and tools	4 th week of May 2023
Finalize information/data collection plan	4 th week of May 2023
Collect information/data from the field (Physically, virtually, and secondary sources)	4 th week of May 2023 and 1 st week of June
Data analysis and produce first draft report	2 nd week of June
Review draft report as per the comments	3 rd week of June 2023
Produce final report and submit	4 th week of June 2023

8. Reporting

The Consultant will work closely with and report to Women's Right Specialist and Impact Assessment and Learning Manager, AAIN.

9. Consultancy Fees and Payment Modality

Interested Individuals should send their negotiable consultancy fee (including applicable taxes) with detailed breakdowns) for this assignment. The budget for the baseline survey should include all costs associated with data collection, management, analysis, and reporting.

The payment shall be made in the following instalments:

Instalment	Percentage	Condition
1 st Instalment	50% of total amount	After signing the agreement
2 nd Instalment	50% of total amount	After completion of the overall assigned task

10. Consultant's Profile

The consultant should be expert with the following competencies:

- A master's degree in social sciences or a related field.
- At least 5-7 years of experience in research, assessment, and evaluation, working with international organizations, preferably with experience in adaptive approaches to monitoring and evaluation
- Knowledge of research methodologies and digital tools for research surveys.
- Knowledge and experience in development, aid effectiveness, and behaviour change methodologies.
- Understanding of international and country-level implementation of social development programs.
- Understanding of the female lived experience and the ways it differs from male experience in communities, families, labour allocation, incomes, and social relations.
- Experience in project formulation and evaluation and good communication and coordination skills.
- Excellent written and verbal communication skills in English and strong skills in data analysis software such as SPSS, MS Excel, etc.
- Strong capacity in managing data and statistics, planning, organizing, and undertaking research using participatory mixed method approaches.
- Capable of analysing qualitative data using computer software and have expertise in gender.
- Experience in conducting studies in cultural and social sensitive/emotive sectors such as GBV and be aware of the ethical and safeguarding protocols necessary to conduct such research with respect to all stakeholders.

11. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
Technical Proposal <ul style="list-style-type: none"> ➤ Understanding of assignment and delivery approach through the lens of women’s rights and gender sensitivity (20 points) ➤ Demonstrated 5 years of experience in related research field- with evidence of quality work (10 points) ➤ Demonstrated capacity to carry out the assignment (10 points) 	40%
Financial Proposal <ul style="list-style-type: none"> ➤ A clear financial proposal linked to the technical proposal, highlighting key costs and any reimbursable expenses (if any) (20 points) 	60%

12. Proposal Submission Guideline

Interested consultancy firms/individuals who meet the above requirement should send their technical and financial proposals (which also includes detailed methodology, a work plan, a budget, and their CV) to jobs.nepal@actonaid.org by 22nd May 2023, 5:00 pm.

- The proposal should demonstrate sound knowledge, technical skills and capability as required by the nature of the work of the assignment and understanding of the requisite tasks set forth in the terms of reference.
- Eligible individual should submit their individual profile and financial proposal.
- At least two positive references/recommendations from past employers must be submitted.
- Enclose a copy of company registration with latest renewal, VAT certificate with latest renewal, and citizenship certificate of the proposed consultant (in case of firm)
- Enclose a copy of citizenship certificate and PAN certificate (in case of individual)

Annex 1: Structure of the Report

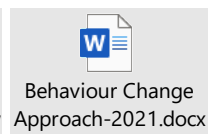
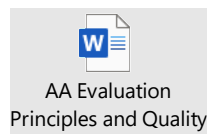
The content and structure of the final analytical research report with findings, recommendations and lessons learnt covering the scope of the assessment should meet the requirements of ActionAid Nepal and Irish Aid and should include the following:

- Executive summary (1-2 pages)
- Introduction (1 page)
- Description of the baseline assessment methodology (up to 6 pages)
- Situational analysis regarding the program context, objectives and activities (6-7 pages)
- Key findings, including baseline information on key indicators (4-5 pages)
- Analysis of opportunities and challenges for program implementation (3-4 pages)
- Identification of key stakeholders and their roles in program implementation (2-3 pages)
- Conclusions and recommendations for program implementation (4-5 pages)

- Appendices: Quantitative table in-line with Baseline indicator and its value (as per baseline), Baseline survey questionnaire, terms of reference, people interviewed, documents reviewed, background references, gray literature consulted.

The consultant should use appropriate qualitative and quantitative research methods to capture these data points, while ensuring the safety and agency of all participants, and upholding ethical standards. The final report should provide clear recommendations for addressing the key challenges and opportunities identified through the baseline assessment, with a focus on promoting women's rights and empowerment.

Annex 2: Reference documents:



Terms of Reference (TOR) for Baseline Study of “LRP Project 2023”

1. BACKGROUND

ActionAid is a global federation working to achieve social justice, gender equality, and poverty eradication. ActionAid International Nepal (AAIN) is a member of the federation and is a national social justice organization that was established in 1982. It operates locally in different provinces of Nepal and is also a part of various civil society networks, alliances, and coalitions at both national and global levels.

Over the years, the organization has undergone several changes in its approaches and working modalities. Initially, it focused on service delivery in education, health, and agriculture programs. However, it later shifted towards a human rights-based approach to enhance the capacity of poor and excluded communities to claim and exercise their rights to live with dignity. The organization emphasizes the importance of popular struggles, social justice movements, community-based organizations, and people's organizations in raising awareness of rights and transforming unequal power relations.

In 2003, ActionAid transitioned from the Development Area modality to the Development Initiative modality, allowing for broader interventions that were not limited to a specific geographic area. This change facilitated the smooth implementation of Rights-Based Approach and thematic interventions. In 2012, ActionAid implemented its global strategy, "People's Action to End Poverty," with a focus on safeguarding and ensuring the human rights of impoverished individuals as the most effective means to combat poverty and injustice.

As a reflection of its human rights-based approach in its operational areas, ActionAid replaced its Development Initiative terminology with Local Rights Programme. Overall, ActionAid International Nepal (AAIN) remains committed to working towards poverty eradication, human rights, and gender equality, while engaging in social justice movements, community-based organizations, and other civil society networks at both national and global levels.

Project Summary

Project Name	Local Rights Program (LRP Project- 2023)
Duration	January 2023- December 2025
Working Area	LRP 41- Ramgopalpur Municipality, Mahottari District, Madhesh Pradesh LRP-42 Shivaraj Municipality, Kapilbastu District, Lumbini Province LRP 43-Thakre Municipality, Dhading District, Bagmati Province LRP 44- Bansgadi Municipality, Bardiya District, Lumbini Province

Project Goal	Improving the status of reclaiming of rights and economic well-being of women, children, smallholder farmers, and at-risk communities from climate change through support actions and rights-based mobilizations led by women and young people.
Project Outcome	<p>Outcome 1: <i>To advance the rights and opportunities of women, poor and small farmers through improved governance systems and economic activities.</i></p> <p>Outcome 2: <i>To harness women and young people's power to advance the agenda of gender and climate justice through youth-led activism and response actions.</i></p> <p>Outcome 3: <i>To improve quality learning outcomes of children through promoting rights in schools.</i></p>
Implementing partners	Women Empowerment Mission (WEM-LRP 41), Siddartha Social Development Centre (SSDC-LRP 42), Integrated Community Development Campaign (ICDC, -LRP 43), , Radhakrishna Tharu Janasewa Kendra (RKJS- LRP 44)

As an initial step, AAIN is preparing to collect baseline data using a participatory approach and qualitative measures.

2. OBJECTIVE OF BASELINE

The primary objective of the baseline study is to estimate values of various project performance indicators before commencement of the project to enable evaluation of the change during and at the end of the project implementation.

The following are the specific objectives of the baseline survey:

- To assess the rights and rights violation of target communities
- To assess current context and scenario and relevancy of the project in the working districts
- To document the highlight of the key issues that are to be addressed by the project
- To review the available policies, programs of local government in selected priorities areas
- To set up the target indicators in the logical framework that are to be evaluated in the Mid Term and End Line survey of project
- To gather information (qualitative and quantitative) of mentioned working areas of four districts as per the requirement of project framework, expected results / outcomes and logical framework of three-year project with a possibility of extension so that changes could be observed and assessed at the end of the project.
- To provide inferences and recommendations for project based on data and information collected from the survey.

3. METHODOLOGY

The baseline survey will use both qualitative and quantitative data collection techniques to source for

appropriate information from the respondents. The adopted approach will follow the do-no-harm principle by ensuring that the methodologies used do not result into increased risk for respondents or for the consultancy team. This study will use both the primary and secondary level data collection and the expected methodologies for this survey are:

- Preparation of checklists, format of interviews and other essential formats by consultants as per the requirement.

- Literature review for the collection of secondary data on the 4 Project municipalities from various sources related to project subject areas including statistics (national and district), local level reports published by Government and related reports.
- Field observation and Focus group discussion with concerned stakeholders, working communities and other related groups in the project areas using various PRA tools.
- Interviews with selected but concerned people of mentioned municipalities, districts and national level as well.

4. RESPONSIBILITIES OF THE CONSULTANT

The deliverables expected from the consultancy firm include the following:

- Prepare an inception report that outlines the methodology, including the sample size, sampling plan, data collection tools, fieldwork plan, and data analysis. This report will be shared with the AAIN team.
- Carry out field visits to collect information and to review available secondary sources.
- Present initial findings, including case studies, and tentative conclusions and recommendations. The consultant will debrief the AAIN team and other relevant parties to address any gaps or misinterpretations.
- Produce a draft report based on the debrief and feedback received and share with AAIN team for their inputs.
- Prepare a final report in English language along with an executive summary, list of acronyms, introduction, baseline context and purpose, baseline framework and methodology, findings, case studies, conclusions, and recommendations. Annexes should include the TOR, inception report, baseline indicators table with baseline values, list of documents reviewed, list of persons interviewed or consulted, and data collection instruments.
- Sharing of the baseline process, methodologies and findings among concerned AAIN team which would help AAIN to develop their strategic engagements based on the reflection.
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5. TIME FRAME

The scope of the work will be a total of 30 payable working days within the timeframe from May to 2023 July 2023 with the following breakdown.

Activities	Days
Review of secondary resources and submission of inception report	5 days
Training to the enumerators/partner staffs??	5 days
Sampling and field work	7 days
Data processing and analysis and report writing and submission of draft report	8 days
Debrief meeting and final reporting submission	5 days
Total	30 days

6. FUND DISBURSEMENT

The successful consultancy team shall receive payments upon completion of tasks satisfactorily, as per the milestones shown below.

Deliverables	Percent
Payment upon submission and agreed on inception report.	40
Payment upon submission and acceptance of Final Baseline Report.	60

7. Support from AAIN

ActionAid International Nepal will provide the consultant with support through:

- Ensuring that the consultant receives necessary information and documents in a timely manner.
- Support to set up data collection needed arrangement at field level.
- Arrange meetings with project team and key staffs of AAIN and partners.
- Provide timely payment as agreed.

8. REQUIRED SKILLS/ EXPERIENCE

As the consultancy is multifaceted, the consultancy team is expected to have a mix of skills relevant to the assignment. The required background and experience for the consultancy team is as follows:

- Legal status recognized by the Government of Nepal, enabling the organization to perform the above-mentioned tasks.
- Minimum 5 years' experience managing household-level surveys of similar scale and must have demonstrated experience with research and participatory methods.
- Strong capacity and experience in planning and organizing survey logistics
- Good network of experienced enumerators, supervisors and data entry team.
- Strong capacity in data management and statistics.
- Strong knowledge and skills in the data collection software
- Strong interpersonal skills and a team-oriented spirit.
- Demonstrated knowledge and experience with the application of human rights-based approach to programming, an understanding of the Women Right, Public Education, Resilient Livelihoods, DRR and development issues and other relevant frameworks, ability to conduct and equity focused research and analysis.
- Strong writing and analytical (a sample of recent analytical report is requested).
- Demonstrated ability to work in a multi-cultural environment.
- Knowledge on Child safeguarding including knowledge on Prevention of Sexual Harassment, Exploitation and Abuse (SHEA) and safeguarding.
- Knowledge of local languages spoken in the targeted districts, traditions and culture.
- Have excellent proven written, spoken English and communication skills.

9. Focal Person

Mr. Sabin Shrestha, Impact and Learning Manager from AAIN will be the designated contact person for the purpose of this assignment.

10. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
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