

## Terms of Reference – Baseline assessment, International Consultancy

### 1. Background

#### Strategic Objective

CARE Nederland and CARE Yemen, as part of the CARE International global confederation, together with consortium partners, RNW Media and SOS Center for Youth Capabilities Development (SOS), are together implementing the Women, Peace and Security Yemen programme. Implementing both nationally, and within the Southern governorates of Aden and Taiz, the programme aims to:

- **Improve women’s meaningful influence in relief, recovery and peace processes in Yemen.**

#### Impact group

The primary impact group of our programme is women in Yemen (young women aged between 18-30 years, and older women between 30-50 years), and will include Muhamasheen, internally displaced people (IDPs) and women with disabilities who are structurally excluded from relief, recovery and peace processes and particularly at risk of SGBV.

#### Sub-objectives

In order to achieve our strategic objective (informed by the context, conflict and actor analysis and our experience), the consortium has identified three sub-objectives, which are essential to our success.

- Sub-Objective 1 (S1): More equitable social norms and related practices
- Sub-Objective 2 (S2): Enhanced protection for women
- Sub-Objective 3 (S3): More inclusive relief, recovery, and peace processes

Our actions to achieve these objective are situated around four domains of change - achieving change among civil society, among men and community members, among formal and informal powerholders and among women and two preconditions – civil society strengthening and creating physical and digital spaces for dialogue.

#### Domains of change

The consortium has identified that changes are required among four key groups of actors, which represent the domains of change in our programme:

- D1: Civil Society is capable, representative, and engaged in collective action for influence
- D2: Male family members and community members are more aware and supportive of women’s positive contributions and leadership
- D3: Formal and informal power-holders are more supportive and responsive to women
- D4: Women are empowered to influence relief, recovery and peacebuilding processes

#### Preconditions for change

The consortium has identified two preconditions for changes within the domains to happen:

- Precondition for change P1: Civil Society strengthening for sustainable civic space
- Precondition for change P2: Physical and digital spaces for dialogue established

## 2. Scope of baseline assessment

The purpose of the baseline assessment is:

- To provide an analysis of the situation before the implementation programme activities starts;
- If necessary, to adjust the WPS Yemen results framework based on the situation in-country;
- To provide targets for relevant indicators in the results framework ;
- To provide concrete recommendations for programming.

In the following paragraphs, the key research questions that need to be answered through the baseline assessment and the proposed methodologies are described per sub-objective and domain.

### Sub-Objective 3 (S3): More inclusive relief, recovery, and peace processes

#### Key question:

- What is the current situation with regards to the inclusion of women and girls in peace and security in Yemen, as is promoted through the implementation of NAP 1325?

#### Methodology

- Update context analysis with regards to women's inclusion in current humanitarian response and peace processes.
  - Track 1 includes the formal peace negotiations. What is the current status with regards to the NAP 1325 in Yemen?
  - Track 2 includes consultations with different CSOs, which then feed into track 1. What type of consultations have taken place since submission of the proposal?
  - Finally, track 3 include community initiatives for peace building and conflict prevention. What type of initiatives are taking place in Aden and Taiz?

### Sub-Objective 2 (S2): Enhanced protection for women

#### Key question:

- What are the existing gaps and challenges in the prevention of and response to SGBV at national and local level?

#### Methodology

- Key informant interviews with consortium staff, formal and informal powerholders.
- Mapping of available protection services in Aden and Taiz.
- Quantitative survey (in Aden and Taiz, and through RNW media's online platform) among women.

### Sub-Objective 1 (S1): More equitable social norms and related practices

#### Key question:

- What are the prevailing social norms and harmful practices that prevent women from taking up roles as relief/recovery and peacebuilders at local and national levels?

#### Methodology

- Conduct community-based research on social norms (Vignette study through Social Norms Analysis Plot tool).
- Quantitative survey among men and women (in Aden and Taiz, and through RNW media's online platform) disaggregated by age and sex.

### D4: Women are empowered to influence relief, recovery and peacebuilding processes

#### Key question:

- To what extent are women influencing relief/recovery and peace building processes in Yemen at national level and in Aden and Taiz? What are the main factors prohibiting them from influencing these processes? What are the main factors enabling them to influence these processes?

## Methodology

- Key informant interviews with consortium staff, formal and informal powerholders and HCT/OCHA.
- Focus groups discussions with women in Aden and Taiz. The FGDs will be conducted online with a moderator present in the room for clarifications/translation. Respondents will be brought together in the office of an NGO that has good quality internet.
- Quantitative survey among men and women (in Aden and Taiz, and through Radio Netherland's Worldwide (RNW) media's online platform) disaggregated by age and sex.

## D3: Formal and informal power-holders are more supportive and responsive to women

### Key questions:

- What are the existing **views of formal and informal powerholders** in Aden and Taiz on:
  - SGBV, SGBV survivors seeking justice, care and psychosocial support
  - Women taking up roles as relief/recovery and peacebuilders at local and national levels?
- **Who are potential allies** in discouraging discriminatory norms and practices and promoting positive masculinities?

## Methodology

- Key informant interviews with consortium staff, formal and informal powerholders and a number of national/local and international organizations working on SGBV.

## D2: Male family members and community members are more aware and supportive of women's positive contributions and leadership

### Key question:

- What are the existing **views of men and community members** at national level and in Aden and Taiz on:
  - SGBV, SGBV survivors seeking justice, care and psychosocial report?
  - Women taking up roles as relief/recovery and peacebuilders at local and national levels?

## Methodology

- Quantitative survey among men and women (in Aden and Taiz, and through RNW media's online platform) disaggregated by age and sex.
- KIIs with national/local and international organizations providing SGBV services.

## D1: Civil Society is capable, representative, and engaged in collective action for influence

### Key question:

- What are the **organisational/advocacy capacities** of CSO partners (30) and media partners (14) that will be capacitated through the programme?

## Methodology

- Organisational and advocacy capacity assessment amongst all CSO (30) and media (14) partners.

## 3. Proposed methodologies

- Key informant interviews
- Vignette study through Social Norms Analysis Plot tool.
- Quantitative survey (online and in Aden/Taiz among men and women)
- Focus group discussions (partly online and in Aden/Taiz - women only (Muhamasheen women/IDP/disabled women)
- **Organisational and advocacy capacity assessment** amongst all CSO (30) and media (14) partners.

## 4. Proposed set-up

### International consultant:

- Development of Analytical Framework (incl sampling strategy)
- Co-Development of data collection tools (including vignettes) with national data collection team
- Development of databases to collect and analyse quantitative and qualitative data
- Conduct key informant interviews with consortium staff
- Conduct online FGDs with women with the help of moderator present in the room (FGDs will be conducted face to face as much as possible)
- Analysis of quantitative and qualitative data
- Regular communication with national data collection team, CARE Nederland, MEAL team and SOS Center to coordinate research.
- Writing up of baseline report (deadline 15 September 2021) in line with this ToR and the donor quality criteria (Annex 2)
  - Analysis of baseline situation
  - Concrete recommendations for programming
  - Adjusted results framework based on the situation in-country (if needed)
  - Targets for relevant indicators in the results framework
- Make cleaned data-set and analytical framework available to consortium

### National data collection team:

- Co-development of tools with international consultant
- Mapping, collection of data through KIIs, FGDs (except the online ones) quantitative survey and organisational/advocacy capacity assessment in Aden and Taiz
- Regular communication with international consultant and SOS Center to coordinate research.
- Data-entry, data-quality checks, data-cleaning
- Provide cleaned data to international consultant
- Translation of data collection tools into Arabic
- Translation of baseline data into English

## 5. Outline baseline report

The international consultant is expected to deliver the following products, in addition to providing regular briefings to CARE Nederland:

- Inception report along with data collection tools and detailed work plan
- Draft mapping survey report
- Final mapping and baseline assessment report

The baseline should not exceed 30 pages excluding annexes. Data from different sources should be triangulated. Results of the baseline assessment should be organised by specific objective/domain.

- Executive Summary
  - Introduction
  - Methodology, incl sampling
  - Results (S3, S2, S1, D4, D3, D2, D1)
  - Proposed results framework including targets on indicators
  - Conclusions and Recommendations for programming
  - Annexes
    - Relevant maps and photographs of the study areas
    - Bibliography of consulted secondary sources
    - Finalized data collection tools (in English and Arabic)
    - List of key informants
    - FGDs documents
- Raw data in an agreed format

## 6. Profile of the international consultant

The consultant/consultancy firm engaged to conduct this baseline and mapping assignment should have the following:

- Relevant experience in conducting similar work in fragile contexts;
- Proven professional expertise and experience in the area of monitoring and evaluation and research;
- Experience and expertise in the fields of peace building, governance, gender issues, and women rights in fragile environment;
- Advanced analytical and report writing skills in English;
- Strong communicative skills and cultural sensitivity;
- A high standard of professionalism;
- Proficiency in Arabic will be considered an advantage.

## 7. Management of the consultancy and logistical support

The consultant shall adhere to the “Do No Harm” principle and any other humanitarian principles. The principal contacts for this consultancy will be CARE Nederland’s Consortium Coordinator and Knowledge Manager. CARE Nederland will provide all reasonably available secondary information as the Consultant may require to perform his/her obligations under this Agreement. All data gathered in the field is property of CARE Nederland. The consultant shall ensure at all times the confidentiality of data and respect the privacy of all individuals concerned. The Consultant will operate within CARE’s established security systems.

## 8. Terms of Payment

The consultant will be paid consultancy fees in the following modality:

- 20% upon receipt of the methodology and tools accepted by CARE Nederland and an invoice for payment
- 30% upon receipt of the draft report accepted by CARE Nederland and an invoice for payment.
- 50% upon receipt of the final presentation and final report accepted by CARE Nederland and an invoice for payment

## 9. Application Process

The deadline for submission of applications is **15 July 2021** All applications should include the following:

- **Cover letter** (maximum 1 page) stating the candidate’s availability during the months of July-October, 2021 and **updated CV’s** of all study team members (if there are any), including **three references** with contact details
- **Technical proposal:** Which should include (i) brief explanation about the Consultant with particular emphasis on previous experience in this kind of work; (ii) profile of the Consultant to be involved in undertaking the baseline survey, (iii) Understanding of the TOR and the task to be accomplished, (iv) draft plan and example of previous report
- **Financial Proposal:** Which should incorporate all costs related to the survey, which include consultancy fees, logistic-related costs (such as vehicle rent and fuel), and stationeries.

Interested consultants or firms should submit their applications by replying via

<https://cvselection.net/consultant-vacancy-women-peace-and-security-baseline-yemen>

Applications will be evaluated based on the following criteria:

- Technical experience and expertise
- Quality of proposal