

## Terms of Reference:

# Consultancy for conducting Gender Analysis of REECALL

Assignment Title	: Conducting Gender Analysis for REECALL
Contract Type	: Individual or Consultancy Firm Service Agreement
Duration of the assignment	: 60 days, 40 effective days

## Background and Rationale:

Oxfam believes that resilient development is only possible when gender-based inequalities are transformed and women and men can fully enjoy their rights. To ensure gender transformation, redistribution of power and addressing inequality is vital. Oxfam is committed to adopting feminist principles in all its program planning and implementation, evaluation, approaches advocacy and communications. In aligning with the feminist principles of Oxfam, 14 partners have been implementing Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REECALL 2021) project in 13 districts along with Oxfam in Bangladesh. The project is a continuation of Oxfam's innovative response to the needs of climate-vulnerable communities in char, haor and coastal areas, with emphasis on economic justice, women's empowerment, climate action, disaster risk reduction, active citizenship and knowledge management. The project has started its journey since July 2017 with assistance from diverse partner organizations. Overall, this programmes' impact is expected in the following outcome areas: i) economic justice and women's empowerment ii) climate action and DRR and iii) active citizenship and knowledge management. The outcomes are being achieved through a number of linked interventions under the following building blocks: livelihoods and markets, gender and women's leadership, climate change adaptation and mitigation, DRR, water, sanitation and hygiene (WASH), active citizenship, influencing, ICT and knowledge management, knowledge and awareness.

The major pledge of REECALL 2021 concerning gender justice and women's empowerment was to go beyond providing material resources, build capacity of women and improve their access to markets, to generate livelihoods, and to focus on women's agency in economic decision making and influencing. From inception till date, the programme has supported the formation of women's groups that enabled women to take part in adaptive income-generating activities through market input and output actors and linkage with financial actors. Working within established CBOs, community women collectively make decisions about production, accounting, and investment planning and savings, WASH related activities and has been taking strong stand against violence against women (VAW).

Throughout the project period, women's leadership has been an integral part of REECALL supporting women's inclusion in local decision-making bodies, thus elevating their socio-economic status and reducing violence against them, while fostering a more conducive environment for women's leadership and empowerment, and ultimately for gender equality.

This project is required to investigate to what extent the effect of gender transformation on resilient development in the project achievements to improve the practical and strategical needs of the targeted women as well as what are the areas that requires further efforts In this regards, Oxfam is planning to carry out a gender analysis by a suitable consultant/agency is for exploring gender transformative change of the CBO women and identify the bottleneck/vulnerabilities, opportunities and needs through analysis casual relation the enabling and hindering factors as well as push and pull factors. The Gender Analysis is planned to be started in mid-week of May 2022. The audiences of the gender analysis report are Oxfam, DFAT, implementing partners, Local government, CBOs, Alliances etc. Mainly the report will be used for preparing the project completion report through gender lens, identified areas of further efforts and learning will be used for future investment in relevant programming of Oxfam and

implementing partners and best practices and innovation can be replicated in the other communities and government interventions.

### **Objective of the consultancy**

The main objective of the consultancy is to conduct a gender analysis to examine the status of women and men in the targeted communities and their constraints and needs to promote gender equality and women's empowerment in the targeted areas of the project.

The study will also reflect on the learning and challenges of the project to determine the factors that could have better contributed to the project on the issues of gender.

### **Specific objectives:**

- Identify the status of the needs and priorities of women for empowerment in the targeted communities.
- Diagnose the social norms that have an implication on women's empowerment in the targeted communities and the intervention's contribution to changing the norms.
- Identify the status of women's and men's meaningful participation in the decision-making process at household, community, organization (CBO), and local government levels in the targeted communities.
- Assess the status of women's and men's access to and control over resources at the household and community level as well as associated barriers to enjoying that.
- Identify the contribution of the intervention in promoting women's access to and control over resources and meaningful participation at the household and community level.
- Capture the learning from the journey towards women's empowerment and recommendation

**Issues Covered Under the Project:** Value Chain and Livelihoods, Youth skills and employability, Community Resilience like climate-adaptive livelihood, DRR, Foodbank and Fodder Bank, mitigation etc., Gender, Women's Transformation leadership (WTL) including women's representation in the Local Government, WASH, Unpaid care work burden, Women's Economic Empowerment (WEE), Person with Disabilities (PWD), SDGs and relevant issues

### **Scope of the Work**

The scope of work will preferably include, but is not limited to :

- Review of necessary project-related documents e.g., project proposals, ToC, Logical/Result Framework, relevant national literatures, secondary data, etc.
- Receive detailed briefing including clarification of all issues deemed necessary from Oxfam management before starting fieldwork and obtain necessary data and information for the study.
- Develop/customize conceptual framework for the study, review, and finalize
- Finalize the study methodology
- Develop tools for data collection, review, and finalizing
- Prepare and submit a details fieldwork/data collection plan.
- Participate in the planning meeting at the beginning of the study design with relevant stakeholders.
- Engage qualified enumerators and researchers, and train them on data collection and ensure data quality assurance.

- Administer data collection in the study area that includes supervision, cross-validation, quality control, and data transcription.
- Analyze both qualitative and quantitative data using appropriate software
- Prepare and submit draft and final reports incorporating all important findings, suggestions, and recommendations, etc. to the project holder and the donors.

**Dissemination strategy of the Gender Audit finding**

After the analysis of data, Oxfam will organize a reflection workshop where the consultant will facilitate the workshop. In the workshop, different types of stakeholders will be participated to validate the finding. Moreover, after finalizing the report, it will be shared with different shareholders like policymakers, policy implementers, influencers, government relevant line departments, local government, CSA, CSO, etc through organizing a sharing workshop. Furthermore, the final product will be shared in the Oxfam website. And, also a communication product will be produced from the finding of evaluation and it will also share in the website.

The report will be used for preparing the project completion report, project learning will be used for future investment in relevant programming of Oxfam and implementing partners and best practices and innovation can be replicated in the other communities and government interventions

**Methodology**

Oxfam is looking for a suitable consultant/consultancy firm to conduct the gender analysis on the project interventions. The study will employ a mix of qualitative and quantitative method for information collection and analysis. The information will be collected from both primary and secondary sources. The primary information will be collected from project participants regarding primary sources, quantitative data will be collected from targeted CBO members including different groups like youth groups (youth employment), DRR, WASH, food bank, fodder bank, producers’ groups, CBO based saving groups etc, and other CBO members who are involved in integrated farming, Small scale IGA, Climate adaptive livelihood, wash enterprise. On the other hand, FGD, KII, IDI, meetings, case studies etc. mainly will be used for collecting qualitative information from different stakeholders such as CBOs, Union and Upazila Alliances, CBO leaders have elected in the local government, Women entrepreneurs have been awarded Joyeta, value chain actors, CSO representatives, Local government, Local authorities, project and staff etc. However, the consultant is also free to propose any other methodologies as appropriate for the study needs.

Developmental Evaluation approach will be considered in this study to investigate ongoing learning and adaptation, good practice, through iterative, embedded evaluation. The cross-sectional (retrospective in nature) method will be considered in this study. All data, both qualitative and quantitative, collected through the study will be desegregated by age, sex, disabilities, different groups under CBOs, location where applicable. Other factors highlighted in project indicators should also be considered.

.The project has been implemented in 13 districts in the 3 ecological zones. The consultant will apply appropriate sampling strategies to conduct the study. The consultant/firm will ensure the quality, this includes applying tools and instruments for conducting gender analysis

**Deliverables and considerations for the consultant**

<b>Deliverable</b>	<b>Format</b>	<b>Length</b>	<b>Detail</b>
Inception report	MS Word	As per need	An inception report including details methodologies (study area selection, sampling, data collection methods, data quality assurance, data processing & analysis, gender analysis comprehensive design, ethical consideration,

Deliverable	Format	Length	Detail
			workplan etc.), data calculation methods, reporting outline and time table shall be submitted after the signature of the contract for review and approval by Oxfam.
Workplan	MS Word	As per need	A detail work plan (under inception report) describing how the consultant will conduct the gender analysis within the research framework and timeframe outlined by OXFAM.
Data Collection Tools (questionnaire, checklist, guideline, gender analysis matrix/framework/tools etc.)	MS Word	As per need	Both draft and final versions. The draft tools to be shared with Oxfam and partners for feedback. These must also be tested in the field beforehand. The tools will be finalized based on feedback and pre-test findings.
Draft Gender Analysis Report	MS Word	Not exceeding 50 pages (excluding annex)	The expected structure of the report is given at the end of this table.
Final Report	MS Word and PDF	Not exceeding 40 pages (excluding annex)	Based on the feedback to draft report , the final report will be submitted for publication purpose.
A brief learning paper based on the project's journey for women's empowerment (Analysis of the strategy: what worked and didn't)	MS Word and PDF	Not exceeding 5 pages	Key highlights derived from the audit with graphical presentation.
Data sets	SPSS, Excel, Word, Stata, as appropriate	Final version of data	Soft copy both quantitative data and qualitative detailed transcript with verbatim. Baseline data should be validated by gender analysis data.

### The duration of assignment

The assignment is planned to be started by **the 2<sup>nd</sup> Week of May**. The expected time allocated for this assignment is 40 effective days which will be started from the date of Signing agreement.

### Qualifications:

The Consultant should have at least the following qualification:

- The applicant (lead consultant) must be an individual or an institution holding necessary legal status to work in Bangladesh.

- Master's degree/Ph.D. in social science e.g. Economics/Sociology/ Anthropology/ statistic /Business studies / Political Science/Public Administration/ or equivalent fields
- Demonstrated experience gender impact study, gender analysis, rapid analysis, research, gender responsive evaluation, particularly in research, baseline study, Outcome survey, evaluation, impact assessment, and Gender study.
- In addition, one co-researcher must have gender expertise and one person must have research experienced
- Demonstrated experience conducting multi-stakeholder evaluations or reviews in the development or not-for-profit sector
- Proficiency in Bengali and English, with a focus on presentation/reporting skills
- Good communication and relationship building skills
- Demonstrated experience in conducting data analysis using for example, STATA /SPSS / Excel / NVivo or others.

### Evaluation process

The selection committee will evaluate both the technical and financial proposals of the consultants/firms based on established evaluation criteria as follows. A cumulative weighted scoring method will be applied to assess the proposal. The contract will be awarded to the consultant/firm whose offer has been assessed and determined to be responsive/ compliant/acceptable with reference to this TOR.

Evaluation Criteria	Weight
Technical	80
<b>1. Expertise of the consultants/ consulting firm/ organization</b>	
Understanding of the TOR	10
Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
<b>2. Methodology</b>	
Appropriateness of methodology in response of the indicators	20
Quality assurance & data management	10
<b>3. Management structure and qualifications of key personnel</b>	
Team composition	20
Financial	20
Total	100

### Bid Requirements

Consultant or a Consultancy Firm who meet the requirements should submit an expression of interest, which should include the following:

- A technical proposal including a detailed work plan.
- A detailed financial proposal.
- Updated curriculum vitae of consultant that clearly spell out qualifications and experience.

- Samples of previous works (minimum 2)
- 2 organizational references
- VAT/TIN registration/certificate

**General terms and conditions**

- All soft and hard copies of the assignment will be treated as the property of Oxfam.
- In any circumstances, consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- The consultant/firm must maintain the standard quality in data collection, processing, and reporting.
- Oxfam’s Guidance Note Ethics and Protection Policies and Oxfam’s Evaluation Guidance (For Country Team) must be followed.
- The consultant/firm shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by Oxfam.
- In case of any deviation, Oxfam shall have the right to terminate the agreement at any point of the project.
- Consultant/firm shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
- Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

**Code of conduct**

The evaluator needs to follow the standard scope of work, health advice and policies considering the COVID-19 situation. The evaluator needs to ensure all the safety measures for the person(s) how will be **involved** in the study. The evaluator and any sub-contracted parties will commit to abiding by all of Oxfams policies on Child Safeguarding, Prior and Informed Consent etc.

**Timeframe of consultancy**

The total duration of the assignment will be for 40-42 effective days

Indicative time frame	
Activity	Time frame
Signing contact	Day 1-1
Documents and literature review	Day 2-4
Preparation of questionnaire/tools/guidelines	Day 4-7
Develop and share inception report	Day 8-10
Review tools and inception report	Day 10-12
Finalization inception report and tools	Day 12-14
Organize training for data enumerators	Day 15-20
Data collection (qualitative and quantitative)	Day 20-25

Data cleaning, processing, and analysis	Day 25-28
Draft report preparation and submission	Day 28-32
Review of draft report	Day 32-34
Draft report presentation and validation (stakeholder will also be covered in this sharing event)	Day 35-37
Feedback incorporation and Reports finalization	Day 38-40
Final debriefing	1
Total	42 days (untill June)

**Application procedure**

The consultant/firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately:

*For consultancy Firm:*

- Maximum 2-page Firm profile highlighting related assignment completed with client name, contract person and contact number
- Lead Consultant (who will lead the assignment) must provide maximum 2-page CV highlighting related assignment completed, role in the completed assignment
- Team members (who will be involved in the assignment) must provide one paragraph short CV highlighting related assignment completed and role
- Firm’s Certificate, TIN and VAT registration

*For individual consultant:*

- Maximum 2-page profile highlighting related assignment completed with client name, contract person and contact number along with detailed CV
- Team members (who will be involved in the assignment) must provide one paragraph of short CV highlighting related assignment completed and their roles
- TIN certificate and any other relevant document (if necessary)

Interested parties (consultant/firm) are requested to submit their technical and financial proposals separately with the details of organizational profiles including reference of relevant work experience (applicable for consulting firm), relevant experience especially methodology including activities and milestones, budget details, time frame and CVs of experts and contact details.

**Mode of payment**

- All payment will be made through A/C payee cheque or bank transfer.
- Vat & Tax will be deducted at source.
- The payment will be made in instalments as per terms and conditions described in the agreement copy.
- The payment will be made only after formal acceptance of deliverables of the recruited organization.
- Inability to comply the works as per agreed timeline and quality will cause 2% penalty from the final payment per phase

## Guideline of proposal submission

The technical proposal should consist of the following sections and the given page limit, along with sample writing of up to 2 pages and a copy of similar work.

Topic	Page Limit (max.)
<b>Technical Proposal</b>	
Cover Page	01 Page
Table of Content	01 Page
Understanding of the assignment- Background, Objectives, scope and conceptual framrework, key question etc. (Not just copy and paste from the ToR)	02 Pages
Proposed Methodology	02 Pages
Work schedule (grant chart)	01 page
Experience in leading similar work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	01 page
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
<b>Financial Proposal</b>	
Detailed budget	
Consultancy days and fees (days should be mentioned for key member of the team) travel and accommodation	
Any other expenditure (please mention nature of expenditure)	
Please calculate 15% VAT and 10% Tax with total budget	
Total amount	

The EOI must be reached BNPS office by May 10, 2022 through the email: [bnps.bd@gmail.com](mailto:bnps.bd@gmail.com) to Executive Director, Bangladesh Nari Progati Sangha (BNPS), 13/14 Babor Road, Block B, Mohammadpur Housing Estate, Dhaka 1207.