



TERMS OF REFERENCE

Consultant to map potential CBOs and CSOs working on gender issues in Lao Cai and Hoa Binh province

I. Background

The Research Centre for Gender, Family and Environment in Development (CGFED) in Vietnam was established in 1993 in Vietnam, is a non-governmental, non-profit organization focused on action research and advocacy with the desire to promote individuals and community to build their well-being based on the foundation of gender equality. Within the past 25 years, CGFED has applied the theoretical framework of Human Rights within CEDAW to build research and interventions on gender equality concerns from an interdisciplinary perspective. We are also working in gender equality in sexual and reproductive health and rights, gender justice in the environment, and gender sensitivity in media and education.

At current time, CGFED and Aide et Action (AEA) are implementing a project aimed at promoting gender equality, supporting young female workers, and assisting individuals affected by Covid-19 in Lao Cai and Hoa Binh. This project will be carried out from 2023 to 2026. CGFED and AEA are seeking the expertise of consultant(s) to conduct a survey to map potential CBOs (Community-based organizations) and CSOs (Civil Society Organizations) in Lao Cai and Hoa Binh with gender as core components and/or working on gender issues to understand their challenges and needs assessment in order to address gender equality in their communities. This research will serve various purposes for upcoming projects and will be shared with donors.

II. Survey Objectives

This research will cover the representation of CBOs and CSOs with gender as core components or working on gender issues in Lao Cai and Hoa Binh.

The main objectives of this consulting assignment include:

- To map and provide a database of potential CBOs and CSOs, including their operations, vision, projects, etc.
- To identify the understanding of gender perspective and gender approach of CBOs and CSOs in their operations and activities.

- To identify challenges and opportunities for CBOs and CSOs to promote gender equality in their communities.
- To identify the needs of CBOs and CSOs to build their operational capacity related to governance, financial management, gender-sensitive project planning, and so on.

III. Scope of work

The survey includes desk study, development of survey tools and methodologies, discussions with CGFED and AEA staff, fieldwork in project areas, and report writing. The target areas will be mainly conducted in 03 districts/ cities of Lao Cai and 01 districts of Hoa Binh provinces.

In addition, the consultant(s) will be asked to make a presentation to share the assignment results with CGFED, AEA and local partners. The selected consultant will work closely with CGFED and AEA staff from the beginning of the assignment.

IV. Methodology

The consultants/ experts are expected to be responsible for describing the overall research design, data sources to be used (including sampling), methodology and data collection tools that are best suited to the assignment and local context. The consultants/ experts are recommended to use different data collecting methods, such as:

- Desk review (external literature, key project documents): review the relevant documents, existing reports, policies and data.
- Questionnaires.
- In-depth interview.
- Focus group discussions.

The research design and methodology will be discussed and agreed with CGFED and AEA project team at the beginning of the consultancy.

V. Deliverables

This survey's deliverables include:

- A detailed proposal for the assignment including objectives, methodologies, sampling, tools, and work plan, draft data collection tools;
- Final data collection tools;
- Final Sampling methodology (including unit of sampling and sampling frame) and size
- All raw and processed field survey data;
- A presentation of findings and recommendations;

- Final reports in both Vietnamese and English focusing on mapping potential CBOs and CSOs in Lao Cai and Hoa Binh to understand their challenges and needs assessment in order to address gender equality in their communities (max 50 pages).

VI. Timeline

The tentative timeline for the consultancy is from July to September 2023, with details stated in the table below.

#	Activity	Timeline
1	Contracting with CGFED, AEA staff	2 nd week, Aug 2023
2	Desk review	3 rd week, Aug 2023
3	Develop tools, methodologies, and a detailed research plan	4 th week, Aug 2023
4	Conduct field survey	1 st – 2 nd week, Sept 2023
5	Data processing (including cleaning and analysis, transcription)	3 rd week, Sept
6	Prepare the draft report	4 th week, Sept – 1 st week, Oct 2023
7	Present of finding and recommendations Share the draft report with CGFED, AEA & partners to collect feedback	2 nd week, Oct 2023
8	Finalize survey report & submit to CGFED, AEA	3 rd week, Oct 2023

Note: The timeline is subject to change based on mutual agreement between the consultant and AEA, CGFED.

VII. Selection Criteria

The consultants should have:

- Master degree in one of the areas relating to social studies, sociology, development studies, international development, community development, policy advocacy or other related areas;
- Proven experience (at least 05 years) in designing and conducting quantitative and qualitative research/evaluation of complex programs and ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately;

- Strong analytical skills and previous experience in data entry using statistical analysis software;
- Good understanding of human/women’s rights, gender equality, participative approach, capacity building, etc.
- Good understanding of Vietnamese law, operating procedure of CBOs, CSOs in Vietnam;

VII. Application process

Individuals/firms interested in this assignment are invited to send the application titled *“Application – Mapping potential CBOs, CSOs working on gender issues”* to thanhnguyen@cgfed.org.vn and cc to nkthuy@cgfed.org.vn by 11 PM, 6th August 2023.

The application package should include:

- Letter of interest;
- Curriculum Vitae(s) of Consultants/ Company profile;
- Technical proposal including proposed survey methodologies;
- Financial proposal;
- Consultant’s sample of assessment/survey report(s).

Shortlisted applicants will be contacted for further discussion.

ANNEX 1: Proposed Report Format

Acronyms and Abbreviations

Table of Contents

Executive summary: Maximum 4 pages with a focus on findings and conclusions.

- Background and context of the research/ survey
- Purpose and objectives of the research
- Methodology
- Key findings and conclusions
- Summary of lessons learned and recommendations

Report

- Background and context of the research
- Purpose and objectives of the research
- Methodology
- Limitations of the research
- Findings and conclusions
- Lessons learned
- Recommendations

Appendix 1: Terms of Reference of the research

Appendix B: Research Plan

Appendix C: List of Data Sources

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References