

Terms of Reference for Baseline Assessment Consultant MENA Feminist Power in Action for Women's Economic Rights (FEM PAWER)

BACKGROUND

The Program MENA Feminist Power in Action for Women's Economic Rights (FEM PAWER) is to strengthen young women who face multiple discrimination of economic gender-based violence (E/GBV) in the MENA specific countries (Jordan, Lebanon, Occupied Palestinian Territories and Tunisia) to be the leader for change by holding duty bearers accountable and improve conditions for young women in the informal sector. This is done through strengthening women economic empowerment (WEE), in this Program reflected through leadership strengthening, challenge prevailing social norms and hence gender equality, and promoting women's economic rights (WER).

The Program of 5 years (2021 – 2025) that started in January 2021, is managed by a Consortium of 4 Women Rights Organizations of the MENA Region, Kvinna till Kvinna as the leader together with AWO (Jordan), CRTDA (Lebanon) and PWSD (Occupied Palestinian Territories).

The Governance model of the Program is an integral part of the Program itself: like an objective to be achieved throughout the 5 years. It is based on equal partnership and joint decision making and is composed of a General Assembly, Steering Committee, Ad hoc Technical Think tanks and the Partner Organisations. The Steering Committee is the operational decision-making body.

The Program is implemented in four countries through partnerships with around 40 Women Rights Organizations (WROs), - here called the Partner Organizations - , across the region (around 12 in Jordan, Lebanon and oPt and 3/5 in Tunisia) that will also get small sub-granting for lobby and advocacy related activities, on the top of benefitting of capacity development.

The 5 years Program is funded by the Ministry of Foreign Affairs of the Netherlands.

The Program is seeking gender responsive accountability for Economic gender-based violence E/GBV and Women Economic Rights WER especially in holding the duty bearers accountable for improved conditions for young working women in the informal sector.

The overall goal of the Program is: *Gender-responsive accountability mechanisms for WEE (Women Economic Empowerment) at multiple levels¹ in MENA specific countries (Jordan, Lebanon, Occupied Palestinian Territories and Tunisia) are established.*

A framework of four interlinked and mutually reinforcing intermediate changes have been identified and designed to enable progress for gender-responsive accountability based on the needs of young women.

Outcome 1 is to *establish safe and secure space for the young women and WROs to develop mobilization and advocacy strategies to hold decisions makers accountable.*

Outcome 2 is addressing *innovative and inclusive learning / leadership for all level of the Consortium and Program.*

Outcome 3 is addressing *target-led capacities in advocacy, alliance building, social mobilization and inclusive leadership for young women and the WROs that will be the Partner Organizations of the Program.*

Outcome 4 is addressing the *target led mobilization and advocacy interventions at multiple levels.*

PURPOSE OF THE BASELINE

The main purpose of the baseline assessment is to establish the baseline for the Program's key indicators that do not have a baseline yet (Impact and Outcome levels), and to set up a point of reference by which change will be measured throughout the implementation of the Program.

¹ *The multiple levels refer to local municipalities and nation state institutions MINBUZA-2020.318680 or strengthened through mobilizing communities and by utilizing international frameworks to promote women economic rights and eliminate economic gender-based violence.*

In addition, the baseline assessment findings will reveal the following:

- The existing types of laws, policies strategies applied by governments, the private sector, and international actors (International Labour Organisation, International Monetary Fund, World Bank, United Nations etc.) in relation to women’s economic rights and preventing E/GBV – with a focus on informal work and its consequences on social protection and assistance, security and safety, violence, low/unpaid work;
- The overall status of participation of young women (with different identities/intersectionality lens) in bringing about change in accountability practices of the Governments and private sectors in the field of informal work of young women.

DESIGN AND METHODOLOGY

The list of indicators below presents the indicators for which baseline information needs to be collected under the present study:

- # of laws, policies and strategies blocked, adopted or improved to promote women’s economic rights, empowerment.
- # of times that young women and WRO succeed in creating space for WRO demands and positions on women’s economic rights, empowerment and entrepreneurship, through agenda setting, influencing the debate and/or movement building.
- Significant changes of young women and WROs reflect increased sense of well-being and security that contribute to mobilization and advocacy agenda setting.
- Significant changes within Technical Think Tanks, General Assembly, networks and WROs on innovative and inclusive leadership and advocacy strategies / missions
- # of young women and WROs that have increased capacity to monitor gendered resistance, advocate strategically for E/GBV and mobilise communities and alliances.
- # of gender-responsive accountability mechanisms established among targeted duty-bearers and private sector and on-going

The consultants will use the most appropriate sampling methodology to conduct the assessment within the specified timeframe and available resources.

Proposed study design and methodology will be discussed and agreed with the Consortium at the beginning of the consultancy.

Findings of the baseline assessment will be documented in a written report highlighting the main findings of the assessment, the methodology used, data sources, limitations, references, and any other information that will be necessary to substantiate the validity and quality of the baseline findings.

The assessment must be implemented in Jordan, Lebanon and Occupied Palestinian Territories and Tunis.

Primary and secondary data will be gathered using a mixed method to establish the baseline for the Program and inform program implementation, thus involving mainly the collection of qualitative data, as well as few quantitative. The collection of information will involve desk research, review of documents, mapping, questionnaire survey, Focus Group Discussions, Interviews with key stakeholders including young women, government offices, civil societies, private sector representatives, etc. local implementing partners and others.

CONSORTIUM RESPONSIBILITIES

The Steering Committee of the Consortium, represented by its coordinator, will oversee the overall baseline assessment design, including sampling frame and will avail all the necessary project documentation relevant for the assignment. The Steering Committee members can serve as facilitators in organizing and conducting interview, focus group, etc. and review all data to ensure quality and conducted according to the guidelines.

The Steering Committee will oversee the process and be responsible for accountability and guidance throughout all phases of execution, and approval of all deliverables.

DUTIES AND RESPONSIBILITIES OF THE CONSULTANTS

In consultation with the Steering Committee of the Consortium, the consultants are expected to:

- Lead on the process of the baseline study design, methodology, planning, implementation and quality control procedures. Based upon a reading of the program documents, propose any additional topics or issues for analysis if any. Elaborate questionnaires for surveys, interviews, or focus groups discussions, which incorporate the different indicators of the Program's results framework, etc.
- Provide a baseline study validated by the Steering Committee which informs baseline information for the key indicators of the Program described in the table above.
- Review the Program's Results Framework, ToC and respective M&E Plan and provide inputs and amendments if necessary, including additional or amended indicators.
- Share key findings and insights of the baseline with relevant staff and stakeholders of the Consortium (max 20 pax)

It is also the responsibility of the consultant to set up a team that is able to provide the below deliverables covering the four countries as cited above.

DELIVERABLES

The consultants will submit the following deliverables:

- An inception report/proposal which responds to the scope of work by adding any further detail or clarification regarding the study approach, method, or implementation arrangements as per the ToR. This is a detailed description of the baseline assessment, including the overall design, sampling framework, data collection tools, data sources, data analysis plan, quality assurance criteria, limitations, and a work plan for the implementation of the assessment.
- Completion of quantitative and qualitative inquiries with key stakeholders (survey, interviews, existing secondary data, etc.)
- Baseline values for the indicators
- Draft of the baseline report including all the aspects of the baseline assessment as described in section 'Purpose': its design, analysis, findings, limitations, references, data collection tools and any other information to inform and support the baseline findings. Report should be no more than 40 pages in length, excluding annexes.
- Final report that should include all the components of the first draft and addressing all comments, edits and observations from the review of the first draft. Report should be no more than 40 pages in length, excluding annexes.
- Summary of the final report in an accessible and inclusive language (max 5 pages) targeting at stakeholders from different background (simple and straight forward).
- 2 hours online workshop to present the baseline to the Consortium stakeholders (max 20 pax).

All the above should be delivered in English and Arabic languages.

TIMEFRAME

The consultant is expected to work from Mid-July to September 2021 and complete all responsibilities and deliverables outlined in the Scope of Work by 1st of October 2021.

The schedule outlined above is estimated and open to revision.

Level of Effort: The LOE for the assignment should not exceed 50 days in total.

REQUIRED SKILLS AND EXPERIENCE OF THE CONSULTANT/ TEAM (INCLUDING FIELD RESEARCHERS)

- ✓ A degree in women rights studies for the team leader at least, and preferably for the rest of the team.

- ✓ At least 7 years' experience in the design and implementation of baseline surveys, evaluations, or assessments including qualitative and quantitative data collection and analysis.
- ✓ Excellent knowledge and understanding of research methodologies and processes.
- ✓ Experience in the development of Results and Monitoring and Evaluation frameworks.
- ✓ Experience managing women rights/human rights projects in MENA region
- ✓ Proven ability to collect, analyze and manage information through a gender/ feminist lens.
- ✓ Previous experience in the area of women rights, women economic rights, informal work, gender accountability, gender-based violence, etc.
- ✓ Fluent in both Arabic and English
- ✓ Knowledge and/or experience in economic gender-based violence is an asset
- ✓ Knowledge and/or experience in intersectionality is an asset
- ✓ Knowledge of IATI is an asset

SUBMISSION OF PROPOSAL

This opportunity is open to individual consultants and consultancy firms.

The proposal shall include technical and financial sections:

The **financial section** needs to describe the consultant's professional fee and other expenses like visa, transport, accommodation, etc. It shall specify a total lump sum amount including a breakdown of this lump sum amount (including travel, per diems, and the number of anticipated working days), and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract).

The **technical proposal** should include:

- Consultant's profile including past achievements and CV(s) for all team's members, as well as their role in the baseline and number of allocated days.
- Introduction: A brief overview of the assignment as understood by the bidder
- Detailed methodology and approach including work plan (i.e. research techniques to be used, sampling, field operation plan, quality assurance and time frame).
- Detail itemized work plan
- Three references from organizations that prove the capacity of the consultant to carry out baseline surveys/ assessments
- Annexes: Any documents, which the consultant feels will assist proposal review team in evaluating the proposal

Consultants will be evaluated based on the following methodologies: Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to consultants whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and

- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation; Technical Criteria weight – 70 points; Financial Criteria weight – 30 points.

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.

Evaluation criteria:

- Education background - 10 points;

- Experience as defined in the ToR - 15 points;

- Competencies as defined in the ToR - 10 points;

- Understanding of the ToR - 15 points;

- Methodology and overall approach - 30 points;

- The overall quality of the proposal (comprehensiveness, structure, language, and clarity) - 20 points.

Prospective consultants should submit written proposal and other details listed above by clicking on "Submit Tender" here before 11th of July 2021: <https://jobs.kvinnatillkvinna.se/jobs/1223588-baseline-assessment-consultancy>

Questions for clarifications, including requesting program's proposal if needed, should be sent to fempower@gmail.com. Questions will be addressed and sent back via emails.

Diversity is very important for the Consortium that is feminist and female candidates are strongly encouraged to apply for this consultancy. Basic accommodation for persons with disabilities can be provided, upon discussion. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.