TERMS OF REFERENCE
RESEARCH ON GENDER AND LOCAL LIVELIHOODS TRENDS

I. BACKGROUND

Banteay Srei (Citadel of Women\(^1\)) is a registered Cambodian NGO with over twenty years experience working with Cambodian women and communities in rural areas to bring about political, economic and social change. Banteay Srei evolved from the International Women’s Development Agency (IWDA), an Australian NGO, and has become a leading Cambodian NGO in the areas of building women’s leadership in rural areas, strengthening women’s participation in local community development processes, promoting gender equality and women’s rights, and increasing community action on positive gender relations and against gender-based violence.

Banteay Srei’s work has influenced over 63,000 people representing over 12,000 families in the 53 target villages in 10 communes in 6 districts in Battambang and Siem Reap provinces. Over 6,540 people, comprising 6,073 women, have directly participated in the sustainable livelihood and economic empowerment programme, demonstrating improvements in their sustainable agriculture techniques and production processes, micro-enterprise and business skills, and increasing incomes that contribute to increased financial independence and improved standards of living for their families and communities. Over 328 community representatives (254 women) have demonstrated increased confidence, knowledge and skills to exercise their rights, inclusive of the most vulnerable women and the poor, while 59 women community representatives have been elected or appointed to local government positions at the village, commune and district level. Over 106 Gender Peace Network (GPN) members are effectively initiating, preventing and responding to gender-based violence/violence against women (VAW) and gender inequalities at the community level, in coordination with other networks and local authorities, while the two shelters (Safe House and Peace Centre) have provided counselling, referrals and other services to over 307 GBV survivors of domestic violence and rape, with 791 sessions and involving almost 1,000 witnesses and family members since 2010.

Five main objectives were set to achieve the Vision and Mission of Banteay Srei over the period of the strategic plan, January 2014- December 2018:

1. Women’s leadership role is strengthened and their enabling environment enhanced to allow for women’s meaningful participation, increased voice and decision-making in sub-national democratic development processes and community structures.
2. Vulnerable women and their families have improved standards of living, expanded livelihood choices and increased resilience of the impact of climate change and natural disasters.
3. Increased awareness and positive changes in attitudes and behaviour on gender equality result in a reduction of gender-based violence in Banteay Srei target communities.
4. Enhanced leadership of Banteay Srei for evidenced-based advocacy role at the local, national and international levels, to advance women’s rights and gender equality.
5. Banteay Srei organisation reflects quality improvements in governance, management, financial, and information systems that support effective programme management and delivery.

II. PURPOSE AND OBJECTIVES OF THE RESEARCH:

\(^1\) Named after a tenth century Cambodian temple, dedicated to Shiva and thought by some to be \(^1\) built by women
Purpose:
To identify gender and local livelihoods trends and requirements, eg. rural migration, current livelihood opportunities, new products and markets, and women’s entrepreneurship empowerment, for informing livelihood program activities. This research will contribute to the improvement of the objective 2 in the organizational strategic plan 2014-2018: vulnerable women and their families have improved standards of living, expanded livelihood choices and increased resilience of the impact of climate change and natural disasters.

Objectives:
1- To identify current situation of migration affecting women’s livelihood in rural Battambang and Siem Reap provinces for exploring opportunity to support women’s livelihood and protect them from labor/rights abuse.
2- To explore livelihood opportunities for strengthening current livelihood practice of local communities and identify new products and markets for them.
3- To identify gaps and opportunities for women to become formal entrepreneurs particularly gather adequate socially and legally support mechanisms/documents.
4- To access the sustainability of various livelihood program activities/initiatives for informing BS approaches and practices in order to improve/expand livelihood choices and increased resilience of the impact of Climate Change and natural disasters.
5- To identify gender trends and needs in livelihood improvement and women’s economic empowerment.

III. METHODOLOGY:
The research will use a combination of qualitative (questionnaire/survey) and quantitative (focus group discussions and case studies) data collection techniques to meet information based on objective set above and link with the indicators set in the objective 2 of the new strategic plan. However, the detail methodology of the survey will be designed after consultation with Banteay Srei.

1. Document Review
The review of documentation will be an important task throughout the assignment. Below are the documents among those are to be reviewed by the consultant:

- Current relevance documents on migration, livelihood and entrepreneurship of government and non-government sources
- Banteay Srei Strategic Plan 2014-2018
- Banteay Srei Final Evaluation Report 2013
- Project Evaluation for Banteay Srei 2010-2012 by DCA/CA
- Report on Joint Partner Assessment of BS by CAFOD, Diakonia and NPA 2014
- Banteay Srei Six Month Progress Report Jan-Jun 2014

2. Primary Data Collection
The primary data will be collected from various methods:

2.1 Household Survey

With the understanding of total beneficiaries and locations the consultant will propose the sampling method and sample size to Banteay Srei for conducting the household survey.
2.2 Key Informant Interview (KII)

Staff from Banteay Srei, relevant governmental departments and NGO Partners will be purposively selected for interviewing to obtain information related to the above objectives.

2.3 Focused Group Discussion and Case Studies

In addition to the questionnaire, two qualitative data collection techniques will be used through Focus Group Discussions and Case Studies. Interviews/Case studies will be conducted with women and men who have receiving support on livelihood from Banteay Srei. At least two case studies produced.

3. Data Processing and Analysis

All quantitative and qualitative data collected from secondary data, household survey, KII and FGD will be consolidated, analyzed and organized following the structure of report mentioned in the ToR. The Consultant will present and consult the findings, conclusions and recommendations to Banteay Srei’s senior staff and other key stakeholders in the consultative workshop at Banteay Srei’s Office.

IV. SCOPE OF WORK AND DURATION

The entire period of this consultancy will be for twenty working days that will include preparation, development of the survey tools, testing and reviewing of the tools, actual field work, data analysis, dissemination of the key findings to stakeholders and reviewing of the final report.

The work has been organized into three phases:

Phase 1 Design (September 2014) Design of operational planning, drafting the questionnaire, the timeline for completion.

Phase 2 Data Collection and Data Entry (October 2014). It is estimated that the data collection will take place over half month period (this needs to be re-confirmed).

Phase 3 Data Analysis and Reporting (November 2014) The final phase is to analyse and interpret information collected, make recommendations and help Banteay Srei use these recommendations to improve strategic activities under objective 2 of Banteay Srei programme.

V. RESEARCH REPORT

1. Outline of the Report

The Research report should contain the different elements mentioned below. All parts should be clearly distinguished from each other and of sufficient quality.

- Cover page
- Table of contents
- An executive summary that can be used as a document in its own right. It should include the major findings of the research and summarise conclusions and recommendations.
- The objectives of the research.
- The main questions and derived sub-questions.
- A justification of the methods and techniques used (including relevant underlying values and assumptions, theories) with a justification of the selections made (of persons interviewed, villages or activity sites visited).
- A presentation of the findings and the analysis thereof (including case studies, unexpected, relevant findings). All research questions should be addressed, paying attention to gender issues
- Conclusions, which will analyse the various research questions. Conclusions will have to be derived from findings and analysis thereof.
- Recommendations should be clearly related to conclusions but presented separately. Recommendations should be practical and if necessary be divided up for various actors or stakeholders and include guidelines of how they can be implemented.
- Clear and comprehensive strategies for the implementation of Banteay Srei’s objective 2 that are responsive to current gender and local livelihoods trends and requirements.
- Report annexes.

The reporting style should be clear and accessible. References to sources used, such as interviews, literature, reports, must be given.

Confidentiality of information: all documents and data collected will be treated as confidential and used solely to facilitate analysis. Interviewees will not be quoted in the reports without their permission

2. Research Report

The production of the research report will be the liability of the consultant covering all the aspects as outlined in the ToR. Banteay Srei will be responsible for coordinating the exercise. The research report will be:
- Produced in English language and should be simple in expression and easy to understand.
- Maximum of 50 pages with some short annexes.
- The report format and text, should be an A4 paper size and a legible font (e.g. Times New Roman 11).
- The consultant will be liable to submit at least 01 hard copy and 01 electronic copy of the report by the agreed deadline.

VI. DELIVERABLES

The required outputs of this consultancy will be as follows:
- An inception report (maximum five pages) outlining the approach/methodology and execution programme/timetable. This report shall be submitted for review and approval by Banteay Srei two days after the signature of the contract before commencement of the work.
- Data collection tools which shall be submitted within two days after acceptance of the methodology for review and approval by Banteay Srei.
- Draft research report which shall be submitted within five days after completion of the field work and shall be accompanied with the raw data as collected by the data collection tools.
- Presentation of the key findings to the stakeholders.
- The final research report which shall be submitted within five days after the stakeholders’ dissemination workshop and shall incorporate Banteay Srei and stakeholders inputs.

VII. QUALIFICATIONS/EXPERIENCE REQUIRED

The consultant must be multidisciplinary as the Research is an opportunity to set the direction of all program under objective 2 of the strategic plan 2014-2018. At minimum the consultant must possess the following:

- Knowledge and experience of working in Cambodia.
- Knowledge on national, regional and international context on economic development and related policies and laws.
- At least five years of experience working on cross cutting issues like livelihood and economic development including private sector, social enterprise, value chains, agriculture and natural resource management, women’s empowerment; gender analysis, food sovereignty, M&E and research.
- Proven experience in designing methodology and successfully undertaking research.
- Skilled and experienced in research.
- Excellent analytical and report writing skills with high level of accuracy.
- Experience in working with a volume of documentation to produce one succinct document.
- Excellent spoken and written English.

VIII. ADMINISTRATIVE INFORMATION

8.1. Tax and VAT arrangements

Banteay Srei will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

8.2. Bid Requirements

Consultants who meet the requirements should submit a maximum of 10 pages expression of interest, which should include the following:

- A suitability statement, including commitment to availability for the entire assignment.
- A brief statement of on the proposed study methodology including a detailed work plan.
- A detailed financial proposal, including daily cost per major activity.
- Updated curriculum vitae consultant that clearly spell out qualifications and experience.
- Contacts of 3 organizations that have recently contracted the consultant to carry out a Research.
8.3. Supervision

The overall supervisor of this assignment will be the Sub Committee on M&E. However, the consultant will work on a day to day basis under the direct supervision of Communication and Donation Liaison Coordinator of Banteay Srei.

IX. SUBMISSION REQUIREMENTS

Candidates wishing to apply for this post must provide:

1. Letter of expression of interest stating how you meet the requirements above.
2. Updated CV including contact details of 3 referees (please state if we may contact them without your prior consent).
3. A sample of previous/similar research undertaken by the consultant.
4. Explanation of the methodological approach based on the terms of reference
5. Consultant’s estimated budget including daily rate to undertake the above, timings, and expenses necessary to complete this assignment.

Submission Deadline: 11 September 2014.
Interviews will be held week commencing 15 September 2014.
Assignment to be completed by the 14 November 2014.