



Date: 13 April 2024

**Women Lead in Ending Violence Against Women (EVAW)
Terms of Reference for Project Baseline survey Consultant
CARE Myanmar**

Location of assignment:	Kengtung, Tachileik Eastern Shan
Duration of assignment:	Estimated 20 – 25 working days.
Responsible to:	IDME Director
Main counterparts:	Gender Equality Impact Area Team

CARE International in Myanmar

CARE is an international development and humanitarian aid organization fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organization, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International has six impact areas, however, CARE International in Myanmar (CI-M) programs work on four impact areas Crisis Response, Gender Equality, Food, Water and Nutrition, and Health.

Project Background

The Women Lead in Ending Violence Against Women project will work with women and girls who experience increased risk of gender-based violence and restricted access to essential services in humanitarian crises. The project will contribute to the prevention and elimination of violence against women by ensuring that women and girls have increased voice in humanitarian response to VAW/G, promote a positive change in knowledge, attitudes and practices for duty bearers preventing and responding to VAW and ensuring that essential services are of quality and survivor centered. CARE Myanmar will provide support to CSO/WROs ensuring that groups of women directly affected by crisis are able to increase their voice and leadership on issues that impact them and their families.

Key outcome under this project include:

Outcome 1: Women at risk of/or who experienced violence are increasingly informing, influencing, and leading efforts to prevent and respond to VAW/G.

Outcome 2: Community based duty bearers (community leaders, power holders) have improved knowledge, attitudes and practices to prevent and respond to violence against women and girls.

Outcome 3: Women-focused CSOs have increased voice and capacity to deliver community based EVAW prevention, referral, and survivor-centered quality essential services.

Baseline survey objectives

The main objective for the proposed assessment is to enable the project to assess the situation and establish benchmark indicators to inform the monitoring and evaluation plan and form a platform for the impact evaluation. Furthermore, the baseline assessment is expected to enable accurate targeting, and the ability to quantifiably measure and attribute impact. The immediate objectives are:

- A. To implement baseline assessment field data collection (Quantitative and Qualitative).
- B. To conduct the data entry, cleaning, and initial data tabulations.
- C. To analyse the data and prepare final baseline assessment report.

Expected outcomes.

The key expected outcomes from the baseline survey are:

- Baseline value measuring the measurement/result framework indicators.
- Agreed action plan for the consultancy.
- Documentation of the baseline survey methodology including sampling, tools and final analysis methods and survey questionnaires
- Baseline survey findings report for outcomes, outputs and related indicators described in the projects' measurement plan/result framework
- Briefing meeting/validation workshop to present preliminary findings.

Proposed structure of the evaluation report:

Cover page.

- Table of contents
- Acronyms and abbreviations
- Acknowledgments
- Executive summary
- Introduction
- Description of the project/program
- Findings, incl. results
- Conclusions
- Recommendations and lessons learnt.

Methodology

The baseline survey will be undertaken by a team or an individual consultant and supported by a CARE staff or partner staff interpreter if necessary. Close collaboration with the Keng Tung UNTF project team and the Gender Equality Impact Area Programme Director and the team, and IDME Director will ensure that the review findings are credible, sustainable, and likely to be used. The consultant (s) will be conducting the baseline survey in in-person in 10 villages in Keng Tung, and 5 villages in Tachileik in Eastern Shan State with a close collaboration with CARE and partner field staff.

The methodology will comprise a mix of quantitative and qualitative. The field data collection of households, KII and FGD will be conducted by the consultant, and data collection team (s). The desk review and interactions with relevant stakeholders in the communities will be carried out during the data collection.

The Consultant will undertake a desk review of project documentation including but not restricted to: Project Design, Project Log frame, Risk Analysis, and key intervention plans.

Timeframe

The engagement is expected to be a total of 20-25 working days including preparation, field data collection, and production of the report. The baseline survey is planned to take place from second week of May 2024 – first week of June 2024.

Schedule and key activities

Schedule of the consultancy, for about 20-25 days (about 3 weeks but negotiable), will be set after discussions between the consultant and Program Director, CARE staff and the Director (IDME). Key activities include:

- Review of relevant program and organizational literature
- Development of a baseline survey methodology plan in coordination with the Director - IDME
- Conduct baseline data collection in 10 villages in Keng Tung Township and 5 villages in Tachileik
- Conduct data analysis and synthesis.
- Drafting of a baseline survey finding report for outcomes, outputs and related indicators described in the projects' log frame.
- Brief presentation on the findings and recommendations to program team
- Finalization of baseline survey report following review by counterparts and Assistant Country Director - Program

Time/timing

The consultancy should commence in first week of May to end of May 2024 following exchange of contracts with the successful offer.

Selection criteria

Essential areas of expertise:

- a) Proven experience in conducting research, project baseline, end lines and evaluations of multi-year programming.
- b) Proven experience in conducting baseline survey and assessment of Gender equality, Women Voice and Leadership, and GBV programming.
- c) Experience in assessment of projects in fragile contexts and in conflict-sensitive project management. (experiences in Eastern Shan/Shan context is highly preferred)
- d) Experience in using gender-sensitive assessment methodologies.
- e) Excellent analytical and report-writing skills
- f) Fluent in English and Myanmar languages.
- g) Ability to write high-quality, clear, concise reports in English.
- h) Proven resource and technical capacity to undertake the scope of work within the anticipated timeframe.

Submission of Proposal

CARE is an equal-opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply. CARE is committed to protecting the rights of children. CARE reserves the right to conduct screening procedures to ensure a child-safe environment.

Submission to cover the following components.

- Proposed methodology and work schedule
- Daily consultancy rate, and detail cost for domestic transport and accommodation
- A profile of the consultancy including current CVs of the consultants proposed to undertake the baseline assessment.
- If the service provider is a firm, please submit organization's profile of the firm experience and capacity in the specific field (or) if the service provider is an individual, please submit an up-to-date CVs and include experience and capacity in the specific field.
- An analytical writing sample of max. 5 pages from a previous assessment or survey report, preferably of Gender Equality, Women Voice and Leadership, and GBV.

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Interested consultant/consulting firms are requested to submit the above-mentioned documents to the address below using the subject line **'Consultant for Project Baseline survey'** not later than **29 April 2024**.

CARE International in Myanmar
No.3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon
Email: mmr.procurement@care.org