

Terms of References (ToR)
Rapid Care Analysis & Vulnerability and Risk Assessment

Name	Consultant for Action Research on Rapid Care Analysis and Vulnerability Risk Assessment
Type of contract	Firm or Individual Consultant(s)
Assignment duration	44 Working Days
Closing date for applications	10 November 2017
Consultancy Period	2 months

1. BACKGROUND AND RATIONALE

Under the pillar of Economic Justice and Resilience, Oxfam in Bangladesh is implementing the Empower Youth for Work (EYW) Project. It is a 5-year project being funded by IKEA Foundation and implemented in Bangladesh, Pakistan, Indonesia and Ethiopia. The overall aim of the EYW programme in Bangladesh is improved economic and social empowerment for young women and men living in rural climate-change affected areas.

The target group of the project consists of young women and men, community members, policy makers, government representatives and private sectors actors. The main target group is young women and men of aged 15-29 residing in rural climate vulnerable areas. An estimated 40% of the youth population in this age group is not in the labour force of the country. 74% of youth not in the labour force is female; these women are primarily engaged in unpaid household level care work. The geographic locations of the project are: Mithapukur upzilla under Rangpur district, Puthia upzilla under Rajshahi district, Botiaghata upzilla under Khulna district and Bakerganj upzilla under Barisal district.

The project aims to provide support to 67,000 direct beneficiaries, focusing on women from targeted townships and communities in Bangladesh to improve their economic and social resilience to climate extremes. The project is aims to empower 70% female youths of the project areas. To improve the situation of women empowerment it is necessary to address inequality and promote women’s empowerment. Therefore, it is crucial to understand the root barriers of women’s active participation in socio-economic activities, especially their unpaid care work status and its impacts over women’s life. Apart from the social aspects, environment as well as climate also act as drivers of vulnerability for the different rural people and social groups. The resulting vulnerability and uncertainty of both social and environmental changes as well as the existing care work pattern of the society differently affect community, individuals especially women. Therefore, Rapid Care Analysis and Vulnerability and Risk Assessment are important for uncovering less-understood barriers to women’s and girls’ participation in our programmes, and the context of landscapes and drivers of communities and stakeholders respectively.

2. OVERALL OBJECTIVE OF THE STUDY

The aim of this study is to generate information and insight which can be incorporated into project planning and create enabling environment towards more resilient and equal society through action research using two participatory methodologies- Rapid Care Analysis (RCA) and Vulnerability Risk

Assessment (VRA) The information and findings from the Rapid Care Analysis and Vulnerability risk analysis will be used to explore the solution and preferable strategies to recognize, reduce and redistribute the unpaid care work of the women living in vulnerable areas and create a resilient community.

3. SPECIFIC OBJECTIVES OF THE STUDY

The specific objectives of the study are but not limited to -

- To gather evidence of care work, unpaid and paid work activities performed by women and men in the household and community level. Specifically, information about the time engagement, gender and age distribution of care activities as well as available support, services, infrastructure around care work.
- To document the existing condition of social norms and perceptions about gender roles and about care work and suggest some innovative interventions and measures for reducing, recognizing and redistributing care work.
- To gather evidence on natural disasters, climate change impact on livelihood of people and identify how work distribution, mobility, economic activities and constructions of reality are affected in a changed environment.
- Identify the area based and community based vulnerability and capacity of the community people and develop a risk reduction plan.
- Identify and explore the gendered impact of climate change and how CC impacts shape and constrain people's social norms and participation on woman.
- Recommend some ideas with a mixture of existing and new materials to sensitize and influence communities about household workload sharing and investments in labour- and time-saving equipment to reduce workload.
- Identify some issues for advocacy with institutions or government based on the finding. An analysis of the effectiveness of the methodologies used-their strengths, weaknesses and how each complement the other to provide a clear and accurate representation of the inside workings of household economies at different levels of a wealth continuum.

4. PROPOSED /EXPECTED METHODOLOGY

The consultant will develop in detail the most appropriate methodology for undertaking the action research effectively ensuring high quality, practical and useful results as stated in this TOR. The consultant will make use of two primary participatory tools and methodologies-Rapid Care Analysis (RCA) and Vulnerability Risk Assessment (VRA). The consultant is encouraged to make use of additional methodologies, including Household Economy Approach and Time Diaries to complement RCA and VRA techniques. The consultant is also expected to ensure maximum community involvement, particularly of

the targeted beneficiaries. The consultant will also apply a gender responsive approach to all aspects of the work.

Oxfam has developed the methodologies for conducting ‘Rapid Care Analysis’ and ‘Vulnerability and Risk Assessment’ which are available here:

<https://oxfamilibrary.openrepository.com/oxfam/bitstream/10546/593491/1/ml-vra-150116-en.pdf>,

and <http://oxfamilibrary.openrepository.com/oxfam/bitstream/10546/302415/10/ml-rapid-care-guidance-071013-en.pdf>. The geographic distribution of the project locations is given below:

Sl. No	Implementing partners	District	Upazilla	Union (all 9 wards)	Project population Size (approximate)
1	CODEC	Khulna	Batiaghata	Batiaghata	4,186 (70% female)
				Gangarampur	
				Baliadanga	
				Amirpur	
2	RDRS	Rangpur	Mithapukur	Pairaband	4,186 (70% female)
				Ranipukur	
				Latifpur	
				Kafrikhal	
3	WAVE Foundation	Barisal	Bakergonj	Vorpasha	4,192 (70% female)
				Rangosree	
				Padrishibpur	
				Kalaskathi	
4	ASSEDO	Rajshahi	Puthiya	Puthiya	4,186 (70% female)
				Belpukuria	
				Baneshwar	
				Jeupara	

The consultant will work with Oxfam staff to adapt the methodology according to the needs and context of the project area.

5. EXPECTED DELIVERABLES

The deliverables are;

- Research proposal in the form of an Inception Report, including:
 - Specific objectives and proposed research approach
 - Sampling strategy
 - Proposed adaptation / use of the research findings
 - Proposed analysis strategy, for synthesizing data
 - Workplan
 - Final agreed budget
- Field data – Raw data, outputs of group works and detail transcripts of interviews and FGDs should be provided to Oxfam in an accessible digital format, at the end of the project.
- Finding validation workshop (to be organized by Oxfam in discussion with consultant)
- 3 copies (printed) of final report in English.

- 1 copy of analysis of the effectiveness of the methodologies used – RCA,VRA, HEA and Timeline Diaries. This should be separate from the original report.
- A 2-pager with key evidence, catchy statistics and messages/quotes, which will be used for advocacy and influencing

6. TIME LINE

Total assignment will be completed within 44 working days from the date of contract signing.

7. PROJECT LOCATIONS

The project is being implemented by four partners in four upazilas of 4 districts. It is expected that the consultant (individual/team) will develop the proposal and sampling strategy considering the project areas and structure in consultation with Oxfam.

8. REQUIRED SKILLS AND COMPETENCIES

- PhD and 12 years of experience or Master’s degree and 15 years of experience in Anthropology, Sociology Development studies, Environmental study, Gender studies or related areas;
- Experienced in conducting research using participatory methodologies is required. Proven experience in using Household Care Analysis and Vulnerability and Risk Assessment tools will be preferred;
- Sound and proven experiences conducting similar assignments in women’s leadership, economic activities and household analysis and CCA and DRR with international organizations;
- The consultant team should contain Gender, DRR and CCA specialist;
- Excellent English writing skills ;
- An adaptable and flexible approach to work.

9. FINANCIAL PROPOSAL

Financial proposal is supposed to consist of

- 1) Consultancy days and fees (days should be mentioned for key members of the team)
- 2) Travel and accommodation
- 3) Stationary
- 4) Any other expenditure (please mention nature of expenditure)
- 5) 15% VAT and 10% taxes
- 6) Total amount

10. APPLICATION PROCEDURE

Interested individual consultants/consulting firms must submit technical and financial proposal based on the terms of reference above mentioned.

The technical proposal should include

- Expression of Interest
- Profile of the consultant team including experience in handling similar assignment

- A work-plan with day based budget for each phase.

The submissions must reach Oxfam office **by 24:00 GMT on 10 November 2017**. Late proposals will not be accepted in any circumstances and will not be assessed.

11. ADDITIONAL DOCUMENTS TO BE SUBMITTED

1. Maximum 2-page CV of Team Leader highlighting related assignments completed with client name, contract person and mobile number (this person must have fulltime engagement during assignment time)
2. Other Team members' (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role
3. Soft copy/link of documents/publication in favor of the relevant previous studies
4. Organization's/Firm's Certificate, TIN and VAT registration

12. EVALUATION CRITERIA

The award of the contract shall be made to the consultant team who has received the highest score out of predetermined technical and financial criteria specific to the solicitation.

Criteria	Weight
Understanding of the ToR	10%
Experience in conducting relevant large-scale studies	30%
Methodology	30%
Team structure and qualifications of key personnel	10%
Financial	20%

Only candidates obtaining a minimum of 60 points and above would be considered for the final evaluation.