

Annexure 3

Terms of Reference (ToR)

Women's Economic Empowerment (WEE) strategy Assessment and Curriculum Adaptation

GEndeR incluSive Market systems for Improved Nutrition (GESMIN) Project

Project Number: 221363
World Vision Bangladesh and
World Vision International

Terms of Reference Approval:

Once the report has been completed, it should be approved by the National Office or Country Office PQ Manager, and forwarded to the WVA Grant Project Manager for final approval.

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Approved by National/Country Office : Abdul Karim Howlader, Deputy Director, Program Quality (PQ) Assurance, **World Vision Bangladesh** **Date Approved: 22/04/2024**

Approved by WV Australia: Natasha Tamplin, Country Impact Manager (Bangladesh and Chad), **World Vision Australia** **Date Approved: 22/ 04/ 2024**

Glossary

Add and delete acronyms according to what is needed for your document.

ANCP	Australian NGO Cooperation Programme
CBO	Community Based Organisation
CMA	Community Market Agent
CSA	Climate Smart Agriculture
CWB	Child Well-being
DME	Design Monitoring and Evaluation
FGD	Focus Group Discussions
GBV	Gender-Based Violence
GE	Gender Equality
GEDSI	Gender Equality, Disability and Social Inclusion
GESMIN	GEnder incluSive Market systems for Improved Nutrition (Phase II)
iMSD	inclusive Market System Development
INGO	International Non-Governmental Organisation
KII	Key informant interview
LVCD	Local Value Chain Development
MVC	Most Vulnerable Children
NGO	Non-government Organisation
NO	National Office
NSA	Nutrition Sensitive Agriculture
NSVC	Nutrition Sensitive Value Chains for Smallholder Farmers (Phase I)
OPD	Organisations of Persons with Disability
PG	Producer Groups
PWD	People with Disability
SDG	Sustainable Development Goals
TOR	Terms of Reference
US	Unnayan Sangha (Implementing partner)
VCD	Value Chain Development
WVB	World Vision Bangladesh
WVI	World Vision International
WEE	Women's Economic Empowerment

1. Introduction

World Vision Bangladesh is a branch of World Vision International, a global Christian relief, development, and advocacy organization creating lasting change in the lives of children, their families, and communities living in contexts of poverty and injustice. World Vision is committed to serving and partnering with people in need. Through development, relief, and advocacy, World Vision pursue the fullness of the life of every child by serving the poor and oppressed regardless of religion, race, ethnicity, or gender as a demonstration of God's unconditional love for all people. WVB started its program in Bangladesh in 1972, dedicated to working with children, families and their communities irrespective of cast, religion, race, color, ethnicity and ability with a clear focus in children to reach their full potential by tackling the root causes of poverty and injustice. Now, WVB works in 79 sub-districts of 30 administrative districts with funds from private donors, foundations and grants to improve the quality of lives for the most vulnerable populations in the country.

Project Description

The **GEnder incluSive Market systems for Improved Nutrition (GESMIN)** is one of the major grants project of World Vision Bangladesh, which is being implemented in the four sub-districts of Jamalpur and working with 1000 groups of commercial smallholder male & female producers (800 existing Producer Groups and 200 new ones).

The Goal of the project is ***“To create gender inclusive and greener market systems for improved women economic empowerment and nutrition for 25000 (12,500 directly, 12500 indirectly) farming households in 4 subdistricts of Jamalpur, Bangladesh by 2028.”***

To achieve this goal the project has four outcomes of:

Outcome 1: Male and Female producers increased their productivity and profit from value chain activities.

Outcome 2: Market actors and partners invest in and benefit from inclusive and sustainable business

Outcome 3: Farming households have improved nutritional and hygiene practices

Outcome 4: Households and market systems have improved gender equitable relations and Inclusiveness

Following on as Phase II from the 6 year Nutrition Sensitive Value Chains for Smallholder Farmers (NSVC) Project, it aims to increase income, improve nutrition and economic empowerment for 25,000 smallholder farmers' (in particular for women) households from 2023-2028. It also will focus on sustaining sustain the outcomes of existing areas of Jamalpur Sadar, Islampur and Dewanganj while scaling up to a new area of Melandah. World Vision Bangladesh will implement this five year long (July-23 to June-28) Project in Jamalpur Sadar Sub-district, while the local Partner “Unnayan Sangha” (US) will implement in Islampur, Dewanganj and Melandah Sub-districts. The project is supported by Australian Government through Australian NGO Cooperation Program (ANCP) adopting four approaches; these are inclusive Market System Development (iMSD), Climate Smart Agriculture (CSA), Nutrition Sensitive Agriculture (NSA) and Women Economic Empowerment (WEE).

In relation to gender equality and women's economic empowerment, there has been strong progress across **four holistic WEE domains** of 1) Women Economic Advancement, 2) Access, 3) Agency and 4) Equitable Systems¹. This was facilitated by WEE twin-track approach, including gender mainstreaming in LVCD/iMSD approaches (value chains where women can benefit/gender inclusive business models,

¹ <https://www.wvi.org/publications/womens-economic-empowerment-framework-manual-online-version>

combined with targeted gender transformative programming, including MenCare² model for couples at the household level, folk songs and community and religious leader engagement.

- *Economic advancement and Access*: 67% of project participants are women with increased incomes and access to skills development opportunities;
- *Agency*: There was increased support from men in domestic activities and childcare (which was more statistically significant in MenCare groups).
- *Equitable systems*: Positive movements across some community attitudes, incl. mobility and decision-making, with less movement across GBV.

Some of the key learnings have been:

The need to work with key partners (private, public, and religious leaders) to implement the MenCare model. The MenCare model was adapted to work with religious leaders after the mid-term, with the private sector/public sector also being trained, with the opportunity to scope how MenCare/ Changing Gender Norms sessions could be part of their own training curriculum in the future.

There is also scope to work on the participation of women in decision making both in income generating and non-income generating activities as the end line evaluation report shows less progress in decision making.

Furthermore, involvement of the women with productive /income generating activities increases their workload, leaving less time for child care responsibilities. While increasing male involvement in childcare, there is need to scope opportunity for piloting community led child care 'corners' near collection points as a social service not commercially oriented (similar to those another ANCP Project called "GPOP")

Gender Focused: In Bangladesh, like many other developing countries of the world, women are systematically excluded from business opportunities in relation to agricultural value chain. Social and cultural discriminations are barring women in the access to the knowledge and skills needed to be successful in business. In World Vision's assessments (Formative Assessment on Gender Norms in 2018), common negative perceptions found in the communities such as: "*If women go to agricultural land, crop production will be less*". Women's work in post-harvest processing was considered "easy", despite providing an important value addition to the final selling price of crops

During the **first phase** (in NSVC Project) , project aimed to achieve Women Economic Empowerment (WEE) through an intentional approach. For example, the project selected a mix of value chains, prioritizing those that have opportunities and lower entry barriers for Women, such as chili and leafy green. For example, in addition to strong market demand and profitability potential, chili has strong WEE potential given women were already working and accepted in this value chain.

The recent 2023 NSVC Project Evaluation showed progress in the contribution to women's economic advancement and improved access to opportunities and resources. This was clearly demonstrated through increased proportion of women with their own regular income (66.7%) and also through interventions like developing Female Community Sales Agents/Community Market Actors as last mile service providers and introducing Women Entrepreneurs (WE) as service (tillage, irrigation, threshing etc.) and market actors.

The evaluation also reflected progress to gender equitable relations, such as (1) increased participation of men in domestic activity (from 54.7% to 66.9% as reported by women) or (2) increased feeling of recognition of women for their economic contribution (proportion feeling recognized at a great extent increased from 27.7% to 41%). There was great progress in regard to their workload and sense of wellbeing (eg. satisfaction over time went from 17.6% to 88.6%) and qualitative feedback is overwhelmingly positive. However, women's agency shows mixed and inconsistent results. Some

² MenCare is a gender transformative approach/model of Equimundo-US (formerly known as Promundo) adapted by the project through formative research (conducted by Equimundo) from March to April 2018 in three sub districts in Jamalpur district, Bangladesh to increase male engagement in household activities as caregivers and to help gender equality. Find more <https://www.mencare.org/about-mencare/>

results are still lagging in regard to community attitudes on women's mobility, decision-making (DM) on expenditures related to IGAs and non-IGAs and gender-based violence, with high proportions of men and women still agreeing with a number of harmful norms on GBV and women's stereotyped roles (source: NSVC End Line Evaluation Report, August 2023).

2 Purpose & Scope of Consultancy

The overall purpose of this consultancy is to refine GESMIN's WEE Behavior Change strategy and develop/adjust necessary resources to further enhance women's agency and equitable systems in Jamalpur project areas. It will begin with an assessment of the existing scenario in relation to equitable systems (both in the old and new areas) and provide the evidence base to fine-tune the project's gender transformation approaches (ie. MenCare) under the project's Outcome 4. The assignment will include adjusting the existing MenCare curriculum to suit the training of public (eg. DAE) and private staff (eg. Input companies), as well as develop necessary BCC materials. Technical support (face to face and virtual) will be required

This assessment **will complement the Gender and Environment Sensitive Market Assessment** (conducted in March, 2024 under the project's Outcome 1), which focuses on strategies to improve women's access and income generation (economic advancement) through selected value chains. Outcome 4 focuses mainly on women's **agency** and **equitable systems** including social norms, which are closely linked to women's access and economic advancement. Ideally, the gender responsive Inclusive Market Assessment findings can be considered to inform this assessment to reduce the duplication of data collection. **Time** is a very important commodity in the communities that we work in and so this assessment needs to focus attention on **implementation-orientated data collection**.

Specific Objectives of Consultancy :

1. Inform the development of **GESMIN's WEE Behaviour Change strategy and necessary resources** (including improving existing MenCare curriculums and BCC/IEC materials) to further enhance WEE outcomes, especially women's agency and equitable systems in Jamalpur project areas
2. Conduct **WEE Strategy Assessment** to assess the existing scenario and gender transformative approaches used in relation to equitable systems and agency (both in the old and new areas eg. via Men Care model). **See below for Key Assessment Objectives**
3. Provide the foundational evidence base to fine tune the project's gender and disability transformation approaches (ie. MenCare. Child care corners, etc)
4. To adapt existing MenCare curriculums to suit the training of staff for **public** (eg. Agriculture Extension workers of DAE) and **Private** sector (e.g. Input companies) staff with especial focus on Equitable Systems, Agency and Access.
5. To develop a communications approach to support the **behavior change strategy**, including:
 - a. Key messages linked to priority norms/community attitudes
 - b. Key champions of gender equality and communication channels based on popular communication platforms
 - c. Staged approach linked to the project implementation plan to work (e.g. focus on easier norms first and work towards more difficult norms over time)
6. To develop or revise **M&E tools** for the set MenCare interventions/Approach

3 Assessment Description

3.1 Key Assessment Objectives

The specific objectives of the **assessment** are as follows;

- a) To explore the updating of MenCare curriculum for **households** based on learnings from Phase 1 in existing sub-districts and in new subdistricts.
- b) To assess the updating of **religious leader** MenCare curriculum based on Phase 1 and recommend any necessary changes if needed.
- c) To adapt key training sessions of the MenCare Curriculum to train Public (eg. DAE) and Private sector staff for improved WEE approaches based on current policy and curriculums .
- d) To assess the behavior of the community related to **gender and disability** norms and recommend specific **WEE strategy for behavior change** at the community level (including IEC materials)
- e) Building on the findings from GESMIN's Gender and Environment sensitive Market Assessment (March,2024), collect and analyze additional data to establish the business case for community led **childcare corners** at collection points for the communities

Scope: This assessment should NOT replicate existing knowledge from the previous assessments, evaluations or intended knowledge from the GESI responsive market assessment.

4 Methodology

The WEE Strategy assessment is a comprehensive investigation of how the Gender Equality and Social Inclusion has been performing through the project and how well the targeted groups have been empowered. It will adopt a cross sectional design that involves triangulation of both qualitative and quantitative approaches of data collection and analysis. The assessment will be follow a mix methods and require data/information to be collected from both primary and secondary sources. The study will need to follow a true inclusive and participatory approach, regardless of participants' standing or power within the community, sex, disability, religion while ensuring all respondents have to be treated an important contributor to the assessment.

Data collection should follow the principle of 'do no harm'³, with the safety of women, children and other vulnerable groups as the primary priority. Data collection methodology⁴ might include one or more of the following:

- Prioritise and collect information that will be useful in informing program decision making and curriculum development that will benefit both women and men;
- Check which information can be collected from secondary literature and note what is missing so that the primary research is very targeted;
- Utilise gender-responsive data collection methods that reveal both women's and men's perspectives
- Women-only and men-only focus group discussions (FGDs). If there is another beneficiary category which requires more attention in your context such as female-headed households, break out FGDs further by sub-category (eg, disability status, ethnicity, age etc.);
- Women enumerators or data collection staff, as women often feel more comfortable speaking to other women – especially in contexts that have conservative gendered social norms;

³ Do no harm': Gender and disability issues can be politically, socially and culturally sensitive – no matter the context. The 'do no harm' principle is critical to consider across the program cycle. Its core premise is that the safety of all people, must take top priority and programs must do no harm and not reinforce inequalities.

⁴ This adapts guidance in the WEE Framework and PQAS Tool 4.1: Gender-responsive market assessment checklist, as well as other key guidance. Data collection on violence should not be conducted without those involved being trained in WHO standards e.g. WHO: Putting women's Safety First – Ethical& Safety Considerations for Research on Violence on Women.

- Where possible, make sure women are interviewed separately to avoid influence from other family members. Politely explain to them the rationale for this so that they are not offended;
- All data collection practitioners should practice non-judgement and ensure ongoing consent through the data collection process, especially when discussing sensitive matters.

Assessment Methods:

The quantitative and qualitative research methods will inform management in order to assess GEDSI progress in first phase of the project, faced challenges and also suggest about potential ways to address challenges.

The consultant will ensure that selected respondents/participants are appropriate given the project focus and target groups. The consultant is expected to engage a diverse range of women and girls, women leaders, men and representatives from local women's rights organisations and people with disability (people with mobility, hearing, seeing, communication and intellectual difficulties), their families and Organisations for Persons with Disabilities (OPDs

Document Review:

During the desk review, the assessment will scan the available literature from WVB such as

1. NSVC phase-1 end line evaluation report
2. Gender and Environment Sensitive Market Assessment report (March 2024)
3. GESMIN Theory of Change and logframe.
4. Existing MenCare Modules/curriculum for HHs
5. Existing adapted MenCare Modules/curriculum for Religious leaders
6. VAW (violence against women) prevalence rate studies available in the target areas and data from existing service providers' and GESMIN's GBV Pocket Guide
7. Any other related assessments.

By this way, the assessment will explore the strengthen and gap of the relevant interventions which adopted in project first phase. It will also provide appropriate recommendations and propose interventions for bringing broader impact within the targeted community through outcome 4.

Moreover, the assessment will review the literature based on relevant national documents, policy documents, reports, research papers, articles, UN documents on gender & disability, **existing training curriculums and policy/procedures of public (DAE) & private sectors** (input companies) for taking examples or following their policy formulation to make an overview of GESMIN project and ensure sustainability. It will be employed to cross-verify or validate information obtained through other research methods, thereby enhancing the reliability and credibility of the findings.

Qualitative method:

The qualitative method will be concerned with the subjective assessment of attitudes, opinion and behaviour of the community. These methods aim to answer questions about the 'what' 'how' and "why" of phenomenon of GEDSI. The study will apply the following approach;

Focus Group Discussion (FGD): Focus Group Discussions (FGDs) are a qualitative research method that involves bringing together a small group of participants (usually 8-12) to engage in a structured discussion on a specific topic. FGDs are particularly useful for exploring social dynamics, group perceptions, and shared experiences. FGDs take advantage of group dynamics by encouraging participants to interact and share their thoughts and experiences. This can lead to the emergence of

different viewpoints and the exploration of collective beliefs and attitudes. FGDs are especially valuable when researching topics influenced by cultural or social factors, as they provide insight into how participants interact with and respond to these influences. The study will conduct group discussion with participation of different group considering specific parameters. Focus group discussion session will be conducted mainly with producer group members both female and male linked to the implementation of Outcomes activities (eg curriculum adaptation, implementation approach, behaviour change activities. Etc). Mini FGDs can be held with mother-in-law, PWD, women entrepreneurs and Market Management Committee. Through which a deeper understanding can be made about MenCare approach, moreover, it will inform about two sub **WEE domains Agency & Equitable Systems** and five sub domains (access, decision-making, participation, systems and well-being) of GEDSI.

Key Informant Interviews (KIIs): Key Informant Interviews (KIIs) are one of the most significant qualitative research tools. As a part of the primary data collection (of a qualitative nature), the assessment will conduct Key Informant Interviews (KIIs) with all the relevant stakeholders including representatives from government line departments, representatives from private companies, religious leaders, local level civil society representatives and other relevant market actors (e.g. PG management committees if relevant) given the findings of the market assessment.

The KIIs will be helpful for an in-depth understanding of the prospects and challenges of the priority sectors. The information gap from desk research and primary data analysis will be complemented by these KIIs. The interviews will cover various aspects, including the existing legal and regulatory framework of the priority sectors, social norms, values and belief. The KIIs will supplement the findings from the survey. Moreover, the KIIs will direct the study to formulate effective policy, procedure and recommendations for the priority issues of outcome 4.

5. Draft Sampling procedure and sample size: to be confirmed in the inception phase.

Suggested Sampling frame: to be confirmed

	Jamalpur Sadar	Islampur	Dewanganj	Melandah	Total
FGD					
Participant category	Jamalpur Sadar	Islampur	Dewanganj	Melandah	Total
Community Sales Agent (Male & Female) and Women Entrepreneur	1 (M), 1 (F)	1 (F)	1 (M) 1 (F)	0	5
Market Management Committee	1	1	1	1	4
Female producers (non-MenCare)	1	1	1	1	4
Male Producers (non MenCare)	1	1	1	1	4
PWD	1	1	0	0	2
MenCare group member (Female)	1	1	1	0	3
MenCare group member (Male)	1	1	1	0	3
Mother-in-law	1	1	1	1	4
Total	9	8	8	4	29
KII					
Participant category	Jamalpur Sadar	Islampur	Dewanganj	Melandah	Total
Deputy Director, DAE	1	0	0	0	1
Deputy Director, Dept. of Women Affair	1	0	0	0	1
Officer, Disability Service and assistance	1	0	0	0	1
Deputy Director, Islamic Foundation	1	0	0	0	1

Upazila Agriculture Officer	1	1	1	1	4
Sub-assistant agriculture officer	1	1	1	1	4
Religious leader	1	1	1	1	4
Local Civil Society Representatives	1	1	0	0	2
Private Company Representatives from private company	6		0	0	6
Representative of Market Management committee	1	1	1	1	4
Representative of Local Government (UNO, UP Chairman, Mayor, Deputy Director Local Government)	3	1	1	1	6
Women Entrepreneur	1	1	1	1	4
PG Executive Committee	1(M), 1(F)	1(M), 1(F)	1(M), 1(F)	0	6
School teacher (secondary level)	1	1	0	0	2
Total	22	10	8	6	46

6. Analysis & Reporting for the Assessment

A tabulation plan has to be prepared containing dummy tables as per study objectives. The actual tables will be constructed according to dummy tables with modifications as and where necessary. The primary unit of the analysis of the assessment will be the project beneficiary specially women and PWD.

Qualitative data analysis: Outline of the approaches to qualitative data analysis is as follows;

- Documentation of the data and the process of data collection.
- Organisation/categorisation of the data into concept
- Connection of the data to show how one concept may influence another.
- Validation by evaluating alternative explanations, disconfirming evidence, and searching for negative cases.
- Reporting the findings

Triangulation of the data: The qualitative information and quantitative data analysis will be performed separately, and their findings will be synthesised.

Preparation of report:

The first step towards the report preparation will be to develop an outline for the report. The outline will be consistent with the expected output and key research questions. Triangulation of the qualitative and literature review findings as mentioned, will make to prepare the report. The report will draft answering the research questions properly and providing recommendations and lesson learned from the assessment. Draft report will be finalised after incorporating comments and suggestions from the GESMIN team, WVB and WVA technical team within 5-7 working days after receiving comments/feedback. The report structure has to be followed as suggested in the ToR. The final report will compile findings of the research and analysis of the data using a gender and disability lens. The report must include the following:

- Analysis of data collected and identification of relevant localised GEDSI issues
- Assessment of research findings from the perspective of the project aims and activities
- Recommendations for project interventions and implementation
- Recommendations for monitoring GEDSI progress across the life of the program

Where relevant, the successful consultant may consider connecting with women's rights groups with gender expertise and OPDs with disability inclusion expertise to review the assessment data and develop recommendations

7. Standards of Ethics and Child Protection:

The lead evaluator will be responsible for ensuring that data collection and analysis approaches are designed to mitigate child protection risks and protect participants' privacy and wellbeing by establishing and following credible ethical evaluation principles. The lead evaluator must ensure all members of the evaluation team has been oriented in the ethical considerations employed in the evaluation. Ethical principles will include the following:

Voluntarism, confidentiality and anonymity of participants: All participation in interviews must be voluntary, will not create harm to participants during or after the data gathering, and their anonymity and confidentiality will be protected. Voluntary involvement must be assured by a scripted verbal explanation of the survey being conducted. The script must inform respondents that they may choose to not respond to certain questions and may end the survey at any time.

Do No Harm: Project and evaluation themes must be screened for topics and questions that may cause distress to some interviewees. Mitigating approaches and referral options must be developed accordingly.

Integrity: Data from participants must be presented honestly and proportionately, such as the authoritativeness, extent-shared and intensity of opinions across the target population, and aligning quotes with the evaluative themes intended by the informant. Unexpected or contentious findings should be triangulated with other forms of data to gauge significance.

Participant perspective: To the extent possible, given logistical limitations of each context, preliminary findings should be shared with a plenary of project stakeholders to invite their reactions and interpretations. These will be recorded and added to the final report.

Child Protection: If children (under the age of 18) are to be interviewed, it will be in the presence of a responsible adult from the child's family, or other implied guardian from the community. Children will not be exposed to questions of a highly personal, sensitive, potentially distressing or embarrassing nature.

If children are to be interviewed, child protection reporting protocols will be established and all staff made aware of when and how to report any issues that arise from data collection.

Evaluation coordinators must have completed and been cleared by a police check within the last two years. All evaluation coordinators and collectors will be required to review, sign, and adhere to a child protection code of conduct.

The lead evaluation must familiarize him or herself with the following ethical and protection guides (to be supplied to the selected lead evaluator):

- WVI Child Protection and Safeguarding Code of Conduct
- DFAT Guidelines for Child Protection
- WVI Guideline of Ethical Principles
- Australasian Evaluation Society Guidelines of Ethical Principals
- **BOND Tool** for Evidence Principles

8. Qualifications:

- I. 5+ experience in donor funded program on gender issues
- II. Good understanding and Experience of gender issues, community dynamics, and male engagement for women empowerment
- III. Demonstrated technical skills in achieving Women Economic Empowerment (WEE), Disability Inclusion, intersectionality and Gender Transformative Programming (especially women's participation in value chains)

- IV. Strong in social research methods, gender mainstreaming, Social Behavioural Change and Communication, etc. are required.
- V. Experienced in Quantitative & Qualitative – data collection, entry, cleaning, and analysis (multiple response questions, descriptive statistics, cross-tabulation, statistical test, and analysis)
- VI. Experienced in Assessment report writing – synthesizing qualitative and quantitative data into findings that address key questions and developing practical recommendations.
- VII. Experienced in (in person) Training and Supervising data collection and data entry personnel
- VIII. Must be willing to sign the WV (World Vision’s) Child Safeguarding policy and ensure all activities are carried out according to the policy

Preferred Qualifications:

- I. Experience in working with Household, Public and Private sector on male engagement approaches (eg. MenCare Approach)
- II. Have a comprehensive understanding of the Department of Agriculture Extension policy, structures and systems, including staff capacity building processes.
- III. Have a comprehensive understanding of the agriculture market system and private sector companies’ staff capacity building processes
- IV. Have a good understanding on Equipundos’ MenCare Approach

9 Deliverables of Consultant

Assessment Deliverables: The deliverables of the assessment will be **three parts (Inception report with tools, draft assessment report and final assessment report) and will include:**

1. Inception Plan
2. Tools & linked Enumerator training
3. FGD/KII Transcription both English and Bangla (each FGD/KII should be conducted either by the subject matter expert or the lead consultant)
4. Analysis Frame
5. All assessment findings will be reviewed by GESMIN team, WV Bangladesh National Office and WVA Support team at least twice.
6. Presentation as part of the first draft findings and intervention recommendations through workshop
7. The final report will be produced by the contractor based on the feedback on the drafts and the inputs from the workshop mentioned above.
8. WEE Strategy assessment report should include at least:
 - Executive summary
 - Background
 - Selection criteria
 - Methodology and documentation of the process
 - Limitations and challenges
 - Findings of assessment with written analysis and the scoring.
 - Conclusion of assessment: list of the interventions that should be selected based on the criteria. Note: there might be different interventions that are selected for different reasons for old and new areas
 - Recommendations (intervention matrix)
 - Concept notes for selected interventions

OTHER DELIVERABLES:

Year	Milestone	% of Total value (Including VAT & TAX as applicable)
May/June-August 2024	Output 1: Lead the WEE Strategy Assessment	30%

September- October 2024	Output 2: Drafting of Implementation notes for the Simplification of a) existing MenCare HH package b) Existing MenCare religious leader training	15%
November- December 2024	Output 3 : Develop training materials/ curriculum and IEC/BCC materials on WEE (Access, Agency & Equitable Relations) for DAE and Private Sector and training for project staff (in country)	20%
January-February,2025	Output 4: Develop WEE strategy including key intervention adaptation for MenCare and/or other interventions e.g. courtyard sessions, folk songs, IEC/BCC materials etc.	15%
March- April 2025	Output 5: In country Monitoring visit /training visit (conducted in one trip) including field progress report with recommendations and technical assistance where needed ** Update curriculums if needed based on monitoring visit	20%

10. Selection Criteria:

Component	Criteria	Grading
Proposal overall	The extent to which the proposal meets the requirements set out in the TOR and throughout this document.	30%
Design and Development process	The extent to which the Service provider demonstrates that a clear design and development process will be followed, and WV is adequately consulted for input during the design and development. The extent to which it is clear what is required of WV in terms of human resources, digital assets, and other input to deliver the project without being too onerous on our staff. The extent to which there is a clear understanding of the expected deliverables and adaption of WV tools.	30%
Relevant Work Experience	The extent to which the Service provider presents the required level of expertise and knowledge to fulfil the requirements both at team member and company level.	10%
	Presentation on Technical Proposal	30%
	Total	100%

*****Qualifying Score for the Presentation on Technical Proposal is 49% (out of 70%)**

***** Qualifying Score for the final selection after the Presentation on Technical Proposal is 21% (out of 30%)**

11 Proposed Timeframe

Event/Activities	Timeframe	Responsible/ PointPerson	Support from
Start Bidding process (open circulation to consulting firms)	23 th April, 2024	SCM Coordinator	Supply Chain department, NO, WVB
Close the bidding process	8 th may, 2024		

Technical review of proposal and purchase committee meeting	12- 21 May	SCM Coordinator, Project Team NO, WVB and WVA Technical Team	PQ Department, NO-WVB
Hire consultancy	28 th May	SCM Coordinator	WVB- SCM department
Agreement and work order to Consultancy	30 th May	SCM Coordinator	WVB- SCM department
Inception plan development and finalize by consultancy firm	3 th June	Consultancy Firm	WVB/WVA Technical Team
PART A: Assessment Questionnaire development and Finalization	12 th June	Consultancy Firm	WVB/WVA Technical Team
Data Collection and analysis	20 th June-4 th July	Consultancy Firm	WVB/WVA Technical Team
1 st Draft Report Sharing	15 th July	Consultancy Firm	WVB/WVA Technical Team
2 nd Draft Report Sharing	30 th July	Consultancy Firm	WVB/WVA Technical Team
Final Report submission	18 th August	Consultancy Firm	WVB/WVA Technical Team
Part B: Curriculum Adaptation and Implementation notes	TBC during inception		
Part C: BCC materials	TBC during inception		
Part D: Field Visits and Training of Staff	TBC during inception		

Payment for Services and Expenses

Part A: WEE Strategy Assessment (deliverables: output 1)

Milestone		% of Total value (Including VAT & TAX as applicable)
1.	Inception report and approved tools	30%
2.	Draft evaluation report *must be to acceptable standard ⁵ and include Data analysis and fact sheet, and realistic recommendations	30%
3.	Final evaluation report approved by WVA & WVB	40%
Total		100%

⁵ Refer to BOND principles

Part B: Curriculum development/Adaptation (deliverables: Output 2 &3)

Milestone		% of Total value
1.	<ul style="list-style-type: none"> • Draft MenCare curriculums for a) public b) private sector • Drafting of Implementation notes for the simplification of a) existing MenCare HH package b) existing MenCare religious leader training 	40%
2.	<ul style="list-style-type: none"> • Final curriculums and Implementation Notes 	30%
3.	Training for GESMIN project staff (in country)	30%
Total		100%

Part C: WEE strategy Suggestion and IEC / BCC materials (deliverables: Output 4)

Milestone		% of Total value
1.	Draft WEE strategy including key intervention adaptation for Mencare and/or other activities e.g. courtyard sessions, folk songs, IEC/BCC materials, community led Child care corner business case)	50%
2.	Finalized Strategy suggestions and IEC/BCC Materials	50%
Total		100%

Part D: In country Monitoring Visit and Training of GESMIN Staff (deliverable : output 5)

Milestone		% of Total value
1.	In country-monitoring/training visit (conducted in one trip) including field progress report with recommendations	50%
2.	Technical assistance where needed and Update curriculums (if needed) based on monitoring visit	50%
Total		100%

Note: **VAT and Tax will be deducted as per government rules and regulations. Quoted price should be including VAT/TAX and all other service expenses.**

VAT-15% & TAX-20% will be deducted from International Consultant

VAT-15% & TAX-10% will be deducted from National Consultant

12 Assignment Conditions

- Consultant to need to be in the project location at least for 10 days (enumerators training/FGD/KII conduct)
- Expenses: travel, accommodation, meal costs, venue hire and all other relevant costs will be covered under the contract amount/Bid Amount

Key considerations:

The firm should consider the following contextual assessments in the design of the methodology:

- *Local social and cultural values life if the women and other targeted participants are not allowed to talk and not provide sufficient time which may result into getting unreliable data or inadequate data.*
- *Language barrier may be a challenge especially if the data enumerators do not communicate with local dialect*
- *Country unrest/ political situation.*

13 Instructions to bidders

Both National and International consultants/firms are encouraged to participate in the bid.

The interested Consulting firm will have to submit both a technical and a financial proposal based on this ToR and submit to the National Office, World Vision Bangladesh, as per the guidance below:

Interested applicant(s)/firm are requested to submit an expression of interest, including:

1. Technical Proposal: understanding of the terms of reference, proposed methodology, a time schedule for the assignment, relevant documents and sample copies of relevant report.
2. Financial Proposal: indicative professional fees, travel cost (**intercity for nationals or intercountry for internationals, as applicable**), accommodation and all travel expenses during field work (e.g., vehicle rental), and supplies
3. Technical Profile: CVs of Lead and team members with three professional referees (for Team Lead)

** all required documents must have to be submitted in English.

Note: **VAT and Tax will be deducted as per government rules and regulations. Quoted price should be including VAT/TAX and all other service expenses.**

14 Hiring Conditions and contractual requirements

State what conditions (relevant to context and project) would need to be fulfilled before a contract is signed. Examples could be:

1. *Police check*
2. *Signing a child protection form*

State which documents the successful consultant will need to comply with and embed the relevant documents here. At a minimum, they are expected to include:

- *WVI Child Protection Code of Conduct*
- *Donor Guidelines for Child Protection*
- *WVI Guidelines of Ethical Principles*

Ensure a copy of the consultant's contractual agreement is attached as an Annex or a contact address made available for firms that are interested in reviewing before submission.

Evaluation coordinators must have completed and been cleared by police **check** within the last two years. All evaluation coordinators and collectors will be required to review, sign, and adhere to a **child protection code of conduct**.

The lead evaluation must familiarise him or herself with the following ethical and protection guides (to be supplied to the selected lead evaluator):

- WVI Child Protection and Safeguarding Code of Conduct
- DFAT Guidelines for Child Protection
- WVI Guideline of Ethical Principles
- Australasian Evaluation Society Guidelines of Ethical Principals
- BOND Tool for Evidence Principles

For further queries please contact with-

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ANNEX 1:Key Research Questions for the Assessment

The WEE Strategy assessment seeks to answer the following questions: (Based on market assessment findings, there could be some addition/revision in research questions)

1. **Norms:** Phase 1 sought to challenge key gender norms and unequal gender relations linked to income and nutrition including women and girls should eat last and less, men should be the key decision maker in a household etc. There was more progress with some norms more than others. Phase 1 adopted a phased approach with the easier to move norms first. **What should be the key strategy for norm change for the project in Phase 2 across the 5 years project?**

1a. **What should be the priority norms** addressed over time linked to the WEE domains? Are there additional norms that should be addressed linked to intersectionality e.g. given the prevalence data available, can additional sub-norms be addressed for specific sub-groups of women e.g. women with a disability/female headed HHs/women with children under 5 years old? Are there any opportunities to link WEE and child well-being outcomes?

1b. Are there any **differences** that should be considered in the **new** areas in terms of priority norms/key messages/ implementation approach linked to key activities?

1c. What are the **potential risks** of the project activities unintentionally perpetuating or reinforcing gender inequalities and social exclusion and determine strategies for mitigating these risks? How can the project promote 'do no harm' across Outcome 4 interventions where the safety of women are girls is of top priority?

2. **Marginalised:** Based on the findings from the **Gender and Environment Sensitive Market assessment**, what else is needed to ensure that **marginalised** groups (eg. WHH, HH with a PWD and PWDs) are included in producer groups/market?

2a. How can we **enhance role of PWDs** in project activities compared to phase 1? What are the opportunities to mainstream disability inclusion in the Mencare, behaviour change and other activities under Outcome 4, noting the intersectionality between poverty category (marginal poor), gender and disability, and the need to look at a staged approach. This should be considered in questions 3 - 5.

3: Mencare: How can we strengthen the **existing Mencare curriculum** to improve women's **agency** (decision making, manageable workloads and wellbeing (including mobility and gender-based violence) and address harmful social and gender **norms**?

3a. Are there any **specific adaptations necessary for the household and religious leaders'** curriculum in new areas and/or in relation to specific targeted content areas?

3b. Can any **materials** be adjusted to include a **disability** lens, noting the curriculum sessions should not be extended in length given the challenges with time availability of couples/? E.g session on challenging gender norms could include one norm on disability.

4. **Private:** What specific adaptations need to be made to develop a curriculum for **private sector considering the overall strategy for Outcomes 1 and 2 based on the market assessment to ensure more inclusive business model**?

4a. What are the motivations or incentives for agri-input suppliers to conduct Mencare training?

4b. What are the key learnings from the pilot training conducted by the NSVC project?

4c. What are the key entry points given the existing training modules for staff? Are there any particular topics that could be unpacked using the Mencare methodology?

5. **Public:** What specific adaptations need to be made to develop a curriculum for **agri-extension to ensure more inclusive approaches model**?
- 5a. What are the motivations or incentives for agri-extension to conduct Mencare training?
- 5b. What are the key learnings from the pilot training conducted by the NSVC project?
- 5c. What are the key entry points given the existing training modules for staff? Are there any particular topics that could be unpacked using the Mencare methodology?

Additional behaviour changes and off-farm agency strategies

6. In Phase 1, there were several key strategies under Outcome 4 to promote **social norm change**, including folk songs and courtyard sessions. What should be the updated strategy for Phase 2? Should the project continue these activities, or should other activities be considered? This should consider:
- 6a. What is the main source that communities including adolescents receive **information** from?
- 6b. What sort of posters and **BCC / IEC materials** (e.g, leaflet, brochure, and festoons) appear in the community about women empowerment? Do community members seem to know about them or pay attention or are there other channels that the project should be considering?
- 6c. Who are the **potential GEDSI-related allies, influencers/advocates and gatekeepers** across civil society, government and community that the project needs to engage and partner with to pursue its GEDSI outcomes
7. To complement the labour-saving strategies on-farm identified in the market assessment, are there any **off-farm labour strategies** that can be considered?
- 7a. are there any **childcare** related strategies that could be considered in community and family settings?
- 7b. What are the **attitudes** of the community towards the issue of child care and childcare corners specifically?
- 7c. Are there any scope to establish **childcare corner** in the community? To be feasible what would be the ideal conditions (e.g. location, number of children, child care staff or volunteers, modality (paid vs. Unpaid), strategies to ensure child learning outcomes and safety etc.)
- 7d. Are there any scope of establishing facilities such as women’s toilets, breast feeding corners etc. in the rural market places?
8. How are **women spending their time on paid and unpaid** activities? Are there any key domestic/off-farm tasks that the project could support with besides engaging men? (e.g. more fuel-efficient stoves, purchasing of labour-saving devices eg. rice cooker, blender to reduce cooking time etc.)
9. In Phase 1, the project aimed to refer **survivors of GBV**, what are the impact of GBV pocket guide discussion in the PGs? Are the project participants using the information of GBV pocket guide, if needed? What is the level of child marriage, domestic violence and gender-based violence or perspective to gender-based violence in old and new areas?
- 9a. NSVC scoped existing what are the gender and disability related structures and services for survivors of GBV. Have there been any relevant changes for GESMIN to consider to inform the do no harm approach and pocket guide? ;
10. What are the international or national **resources** (practices, tools etc.) can be utilized to ensure **disability inclusion** within the project?