

# **She Grows the Future (SGTF)**

## **Baseline Study Terms of Reference (ToR)**

### **Background**

#### **About CARE**

Founded in 1945, CARE is a leading humanitarian organisation fighting global poverty and providing lifesaving assistance in emergencies. In 100 countries and territories around the world, CARE places special focus on working alongside poor girls and women because, equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty. To learn more, visit [www.care-international.org](http://www.care-international.org) and [www.carefrance.org/](http://www.carefrance.org/).

CARE International in Lao PDR (CARE Laos) began its operations in 1992 and has worked since then to improve the lives of vulnerable groups in both rural and urban areas, particularly the ethnic communities. CARE Laos works in partnership with community members, government bodies, local civil society organizations, and the private sector. Currently, CARE Laos implements projects in four provinces: Vientiane Capital, Luangprabang, Champasack, Phongsaly, and Sekong.

CARE's "Marginalized Women and Girls" program empowers women and girls to exercise their rights, lead and make decisions, and benefit from socio-economic justice. CARE's two main program areas in Lao are women's health and economic empowerment and resilience. Our health programs empower women and girls to exercise their rights to reproductive, maternal, and child nutritional health for greater control over their bodies and to live a life free from violence. Our economic empowerment and resilience programs give women and girls greater access to and control over economic opportunities, resilient resources, and dignified work by promoting gender equality and fighting gender-based violence and climate risk. CARE has extensive experience and expertise in both areas and will continue to pursue evidence-based practices to deliver long-lasting solutions effectively and sustainably.

#### **Program Introduction and Background**

She Grows the Future (SGTF) is a 3-year multi-country program funded by Agence Française De Développement (AFD) and Fondation L'Oréal (FLO) through CARE France. It is being implemented in Peru (Ayacucho and Huancavelica regions), Ecuador (Bolívar, Cotopaxi, Chimborazo, and Imbabura provinces), **Laos (Saravane province)**, and Vietnam (Lai Chau province). The program is designed to accelerate the implementation of inclusive climate adaptation policies and practices led by women. It will directly benefit 4,110 people, nearly 70% of whom are women, and will strengthen more than 48 Civil Society Organizations (CSOs). The program focuses on key themes such as climate justice, gender equality, food security, and biodiversity conservation.

To achieve its goals, SGTF works directly with women leaders and networks, while also strengthening national and local civil society to advocate for women and youth's participation in policy development, governance, and decision-making processes regarding climate adaptation and natural assets. The program aims to accelerate the implementation of gender-transformative climate change adaptation policies and practices in Latin America and Southeast Asia. Specifically in Laos, the project is to increase the implementation of policies to adapt to climate change, which is a structural problem for women, to transform gender norms and reduce the use of gender-based violence, and to create a network with social organizations that work on coping with climate change by promoting knowledge, skills and access to

information in managing resources for women and youth in remote areas of Laos through two interlinked specific objectives:

- 1) Support the deployment, scaling-up, and dissemination of ecosystem adaptation and conservation solutions by rural women.
- 2) Promote the emergence of an ecosystem of committed and competent stakeholders for adaptation and ecosystem conservation policies and practices that transform gender norms at local, national, and regional levels.

In Laos, it is being implemented by CARE Laos, the Lao Biodiversity Association (LBA), and the Association for Development of Women and Legal Education (ADWLE) in Laongam District, Saravan Province. Laogam district has a total area of more than 92,271 hectares, there are 97 villages, nearly 79,104 citizens, most of the citizens are engaged in the profession of farming (crop production) and animal husbandry. The landscape is mostly plains, an area rich in water sources, forests and biodiversity, suitable for agricultural production, which is a condition for socio-economic development, becoming a strategic city in the agricultural and industrial development of Saravan province.

Because the problem of climate change has affected the lives of people in a wide range of the last year, Saravan province, especially the district of Kua Kham, is one of the areas that is affected by climate change, such as seasonal rains, many storms that cause flash floods, landslides, including long summers, and epidemics in plants and animals. These problems have a negative impact on people's lives because they still live by relying on nature. The yield from the collection of Dong's forest products decreases every year, including the yield from farming and animal husbandry, resulting in a decrease in income. Because most of the people are still using traditional production methods, they still cannot access information, lack knowledge about modern agricultural production and climate change resistance. Climate change in addition to affecting livelihoods is also the cause of increasing the risk of violence against women and children. The use of violence based on gender is a frequent problem in Laos. More than 30% of married women are subjected to domestic violence and face violence in the workplace and other social settings. One of the three parts of sexual abuse is physical, psychological and sexual. Although there are units that support such work in every city, the policies and laws on combating violence against women and children are not widely enforced. The results of the research on "Sex-based violence in climate change" stated: "Women in remote areas still lack the opportunity to develop themselves, do not receive high education, there is division of household work, there are beliefs and customs that are practiced later which are oppressive and do not dare to express themselves, do not dare to develop and do not dare to speak out to protect their own interests".

## **Purpose, and Objectives of the baseline study**

### **Purpose**

The baseline study will measure key conditions and indicators before the program starts, providing data to assess progress and change. This data will help the program team adjust targets and set realistic indicator goals for each level of the program's log frame.

## Specific Objectives

The baseline study will be conducted specifically:

- To **establish baseline for the conditions** (or indicators) to enable measurement of program's impact at the end of program intervention.
- To assist program team with planning (refine targeting)
- To conduct a qualitative study on the following contextual issues in each intervention area: the knowledge and skills of women small-scale producers in agroecology, the dynamism of local civil society, and gender, gender norms, and GBV.
- To **assess the measurability of the selected indicators** and fine tune the MEL framework for future measurement.
- To **generate evidence-based recommendations** that will be used by the program team for improving the program's strategies or approaches to best serve the impact population.

## Audiences and Data Use

The baseline report will serve firstly as a source of information, reflection and insights for the program team and partners. It shall be presented to the program team (and partners as relevant) in a PPT format through a restitution event, during which the team may question or challenge the findings.

The final baseline report will then be shared with the program's donors (AFD and FLO). It needs to be structured as indicated in Annex A.

The external evaluator must provide CARE with, as a minimum, all files such as: quantitative data sets (raw and processed products) disaggregated by gender and anonymized, and transcripts of qualitative data in an easy-to-read format. He/she must also apply best practices in terms of naming and labeling to facilitate its use by the program and key stakeholders.

The selected consultant/consultants should comply with CARE international in Laos's Framework Services Agreement (No. CARELAOS/2024/24) on confidential information (Clause 9, sub 9.1 to 9.3) in which states that "neither party shall disclose confidential information of the other party to any third party or make use of such confidential information for its own purposes and/or for any purpose unrelated to this Agreement, without the disclosing Party's prior written consent. She/he (the consultant) also complies with the Privacy and Data Protection (clause 14, sub 14.1 to 14.5) that the service provider (consultant) acknowledges and agrees that, in the course of its engagement by CARE, service provider may create, receive, or have access to Personal Data (as defined in in this clause) and they shall comply with the terms and conditions set forth in this agreement in its create, collection, receipt, transmission, storage, disposal, use , and disclosure of such Personal Data and be responsible for any unauthorized creation, collection, receipt, transmission, access, storage, disposal, use , or disclosure of Personal Data under its control or in its possession.

## Baseline Criteria and Questions

Based on the above objectives, the following key criteria and/or questions will guide the baseline study:

Goal, objective or expected result	Logical Framework target indicators	Baseline info/data needed	Guidance on measurement	How to Collect the Required Data
<p>Accelerate the implementation of adaptation policies and practices that are inclusive and question gender norms, in Latin America and Asia.</p>	<p># ambitious new, or modified or better implemented climate-related policies, legislation, multilateral agreements, programs and/or budgets that increase the ability of people of all genders to adapt to the effects of climate change and/or promote climate resilience</p>	<p>What are the relevant policies/plans/legislation that CARE, and its partners hope to influence? What new or amended policies, legislation, programs, or budgets have been introduced that enhance climate resilience and gender inclusivity? How do these policies address the ability of people of all genders to adapt to climate change? What gaps exist in the current policy landscape that could be targeted by the SGTF program?</p>	<p><b>Compile a List of Policies:</b> Begin by identifying relevant climate-related policies, legislation, programs, and budgets which could be influenced by the project in each target country.</p> <p><b>Implementation Quality:</b> Assess how effectively these policies are being implemented and whether they are contributing to gender equality in climate change adaptation.</p>	<p><b>Document Review:</b> Collect and reference relevant policy documents, legislation, and program reports and assess their scope and objectives.</p> <p><b>Key Informant Interviews (KIIs):</b> Conduct interviews with policymakers, advocacy groups, and civil society organizations to gain insights into the relevance, formulation, implementation, and impact of these policies and identify which ones could be influenced by the program</p> <p><b>Focus Group Discussions (FGDs):</b> Engage with local communities, including women's groups and indigenous populations, to understand how these policies (or lack of thereof) affect their ability to adapt to climate change and the extent to which the</p>

				policies are gender responsive.
<b>SO 1:</b> to strengthen the knowledge and know-how of rural women, and support their opportunities for collective action to adapt to climate change and preserve ecosystems	<p>% of people of all genders who are using their resilience and adaptation capacities to the effects of climate change<sup>1</sup>. To operate this indicator, the following indicators related to knowledge and know-how will be used:</p> <ul style="list-style-type: none"> <li>• # and % of people of all genders that apply at least 3 practices to protect or adapt their livelihoods in response to climate change shocks and stresses<sup>2</sup>.</li> <li>• # and % of people of all genders that apply climate knowledge and/or information services to inform their climate adaptation strategies<sup>3</sup>.</li> </ul>	<p>What is the # and % of people of all genders who are already using their resilience and adaptation capacities (as defined in CARE guidance documents to be provided)?</p> <p>What is the # and % of people of all genders that are already applying climate resilient practices?</p> <p>What is the # and % of people of all genders that already use climate knowledge and information?</p>	<p><b>Indicator target values</b></p> <p>Laos: 494 individuals (70% of R1 participants)</p> <p>The sample size will be estimated at 95% confidence level and 5% margin of error.</p>	<p>List the practices to be considered as effective to protect or adapt livelihoods in response to climate change shocks and stresses and assess their current adoption rates.</p> <p>Conduct a survey with a <a href="#">representative sample</a> of R1 participants.</p>
<b>SO 2:</b> to influence formal and informal structures, supporting the emergence of an ecosystem of	% of people who report equitable attitudes to social norms (according to the Gender Equitable Men scale) <sup>4</sup> .	The indicator guidance note provides details of information needed.	The sample size will be estimated at 95% confidence level and 5% margin of error.	Using the Gender Equitable Men Scale, conduct surveys with a <a href="#">representative sample</a> of the program participants.

<sup>1</sup>CARE will provide a guidance note for this custom indicator to the consultant.

<sup>2</sup> CARE will provide a guidance note for this custom indicator to the consultant.

<sup>3</sup> CARE will provide a guidance note for this custom indicator to the consultant.

<sup>4</sup> CARE will provide a guidance note for this custom indicator to the consultant.

committed and competent actors for adaptation and conservation policies and practices that challenge discriminatory gender norms.	# and % of people of all genders who have actively participated in formal and/or informal climate-relevant decision-making spaces or processes <sup>5</sup> .	The indicator guidance note provides details of information needed.	The sample size will be estimated at 95% confidence level and 5% margin of error.  Results need to be disaggregated by genre	Conduct interviews with a <a href="#">representative sample</a> of the program beneficiaries.
	# and % of people of all genders who have actively participated in climate-relevant decision-making at household level <sup>6</sup> .	The indicator guidance note provides details of information needed.	The sample size will be estimated at 95% confidence level and 5% margin of error.  Results need to be disaggregated by genre	Conduct interviews with a <a href="#">representative sample</a> of the program beneficiaries.
	# and % of people of all genders who have actively participated in climate-relevant decision-making at household level <sup>7</sup> .	What is the current # and % of people of all genders actively participating in climate-relevant decision-making at household level  The indicator guidance note provides details of information needed.	The sample size will be estimated at 95% confidence level and 5% margin of error.  Results need to be disaggregated by genre	Conduct interviews with a <a href="#">representative sample</a> of the program beneficiaries.

Guidance notes will be provided by CARE to the selected consultants to support the methodology design and assessment process.

<sup>5</sup> CARE will provide a guidance note for this custom indicator to the consultant.

<sup>6</sup> CARE will provide a guidance note for this custom indicator to the consultant.

<sup>7</sup> CARE will provide a guidance note for this custom indicator to the consultant.

## Additional Questions

### **Gendered Access, Capacities, and Collective Action for Climate Adaptation and Ecosystem Preservation (linked to SO1)**

- What are the gender differences among women, men, and youth in the program area (Laongam District, Saravan Province) in accessing knowledge to support climate change adaptation and ecosystem preservation? What barriers do women face in applying such knowledge?
- What are the gender differences among women, men, and youth in the program area (Laongam District, Saravan Province) regarding capacities to support climate change adaptation and ecosystem preservation? What barriers do women face in applying such capacities? What capacities and knowledge are needed to support women and young people in the program areas to collectively act in adapting to climate change and preserving ecosystems?
- What are some of the effective community-based climate adaptation and conservation solutions in Laongam District, Saravan Province that can be scaled up or disseminated? How effective are these solutions?
- What capacities or abilities of networks and alliances of civil society organizations need to be strengthened to enable them to influence gender justice and climate justice? How can the program strengthen the collective voice and action of networks and alliances of civil society organizations especially women-led?

### **Social Norms and Structural Barriers to Women's Participation in Climate Change Adaptation in Rural Communities (linked to SO 2)**

- Pre-existing data on attitudes towards social norms among the target population, if available.
- Any available historical data or benchmarks related to social norms and gender equity in the community or region, for comparison.
- Information on previous interventions or efforts by CARE or other organizations to influence social norms in the target area.
- What contextual factors might affect attitudes, such as local culture, religious practices, or economic conditions in Laongam District, Saravan Province?
- What are the most critical barriers, structural obstacles, discrimination and biases to the mobilization of rural women in the program areas regarding practices and decisions related to climate change adaptation at different levels (within households, communities, and at the institutional level)?
- What effective solutions or approaches can the program adopt to combat these critical barriers and structural obstacles at different levels (within households, communities, and at the institutional level)?

### **Gender Equality**

- What are the most common unfavorable gender norms faced by women and youth in natural resource management, climate change adaptation practices, and related decision-making in the in Laongam District, Saravan Province? What are the aspects of the policies (laws, regulations, etc.) that inhibit access to natural resource management, climate change adaptation solutions, and related decision-making for the rural women in in Laongam District, Saravan Province.

### **Recommended methodological Approach:**

A mixed-methods approach is recommended, combining both quantitative and qualitative techniques. Qualitative data should complement and triangulate the information gathered through surveys.

For quantitative data collection (survey), the consultant will apply systematic random sampling, in which sampled households/individuals are selected using a sampling interval from an ordered list. Systematic random sampling orders the household population/individual list and then selects households/individuals at regular intervals from that ordered list. The sampling interval is calculated as follows:

$$k = \frac{N}{n}$$

Where:

$k$ =sampling interval

$N$ =Total number of impact population/beneficiaries/target population

$n$ =Total sample size

After determining the sampling interval, a random starting element from 1 to  $k$  will be chosen. For example, if the sampling interval ( $k$ ) is 47, the first element is a random number between 1 and 47. Each subsequent element is selected by adding  $k$  to the previous element. The sample size will be calculated to achieve a 95% confidence level with a 5% margin of error. When calculating the sample sizes, the consultant should take note that there will be multiple target populations within this single survey. This will be based on the number of people targeted under each specific objective.

For qualitative data collection, the consultant should employ purposive sampling techniques appropriate to the context.

Gender equality is a key aspect of SGTF, so gender-sensitive protocols and processes for data collection and analysis must be established. All data should be collected and analyzed in a sex-disaggregated manner.

### **Study Areas**

The study will be conducted in Lao Ngarm District, Saravan Province. There are 12 target villages with a total of 2,849 families and 11,593 people (women 7,125) along with relevant in-country document reviews to better understand the local context and situation. At least 60% (7 to 8/12 villages will be included in the baseline survey), women and men, youth and adolescent, village and local government authorities are also included in the study. Note. The updated village profiles will be provided to the selected consultant to properly design the sampling after.

### **Roles and Responsibilities**

#### **Consultant Team**

The following are key responsibilities expected from the consultant:



**Preparation responsibilities:**

- 1) Review the program documents (e.g., logframe, proposal, etc).
- 2) Finalize the study design in close collaboration with CARE Lao team, considering program commitments and expected outcomes and impact.
- 3) Develop, finalize, and translate study tools in line with CARE's commitments to gender equality and responsible data management.
- 4) Recruit, and train enumerators for data collection, ensuring a shared understanding of the study objectives, instruments (tools), sampling protocols, and quality control mechanisms.

**Data collection responsibilities:**

- 5) Ensure quality data collection with a clear supervision plan and adequate human resources.
- 6) Conduct field data collection, including interviews, discussions, and photography (if needed), sufficient for the analysis of baseline questions.

**Data analysis and report-production responsibilities:**

- 7) Analyze quantitative and qualitative data collected
- 8) Produce and submit a draft report
- 9) Present baseline study findings to CARE and partners to seek input and comments for improving the report.
- 10) Incorporate input and comments from CARE and partners and share the final baseline study report.

**CARE and implementing partners**

Three CARE entities will be involved: the CARE Laos, CARE Climate Justice Centre (CJC), and CARE France, . The following are key responsibilities expected from three CARE entities:

**CARE International in Lao PDR****Preparation responsibilities:**

- 1) Provide key documents to the consultant team (e.g. list of intervention villages, program log frame with impact and outcome indicators, CARE impact indicator guidance).
- 2) Provide input to the inception report for finalizing the study design (including sampling), methodology, and tools.

**Data collection responsibilities:**

- 3) Support in training enumerators.
- 4) Support in liaising with local partners and stakeholders

**Data analysis and report-production responsibilities:**

- 5) Reviewing a draft of the baseline report to provide input and comments for finalizing the report.
- 6) Participate in the dissemination of the findings

**Post baseline**

- 7) Prepare a management response plan for the baseline recommendations

## **CARE France and CARE CJC**

- 8) Provide input to the inception report for finalizing the study design (including sampling), methodology, and tools.
- 9) Reviewing a draft of the baseline report to provide input and comments for finalizing the report.
- 10) Participate in the dissemination of findings.
- 11) Provide indicator guidance notes to the consultant/firm hired.

## **Baseline timeline and deliverables**

### **Timeline**

The study must be completed and the baseline report submitted to **CARE France within 72 days** (two months) after the date of the award of the contract. Working Duration: Dec 15, 2024, to Feb 15, 2025. However, **the total consultancy working days will be 25 days.**

### **Key Deliverables**

The following deliverables will be produced and submitted by the consultant as part of this assignment:

- 1) An inception report is to be completed and submitted to CARE Laos within 7 days (Dec 15 – 21, 2024) after the award of the contract (maximum 15 pages, excluding annexes with data collection protocol and data collection tools). At minimum, the inception report should detail the objectives of the study, the study design and methodology, key deliverables with timeframe, workplan, and data collection instruments. *Working day counts = 2 days.*
- 2) The fieldwork and data analysis are to be completed within 15 days (Dec 22, 2024, to Jan 5, 2025) after the award of the contract. *Working day counts = 15 days.*
- 3) A draft baseline report (not more than 50 pages, excluding annexes), including an executive summary, is to be completed and submitted in soft copy to CARE Laos within 14 days (Jan 6 to 19, 2025) after the award of the contract. *Working days counts=5 days.*
- 4) A presentation of preliminary findings (virtual meeting) is to be conducted within 7 days (Jan 20 to 26, 2025) after the award of the contract. *Working day counts = 1 day*
- 5) Stakeholder feedback and responses are to be submitted to the consultant within 7 days (Jan 27 to Feb 2, 2025) after receiving a draft baseline report from the consultant. *Working day counts = 0 day*
- 6) A final baseline report (not more than 50 pages, excluding annexes), including an executive summary, is to be completed and submitted in soft copy to CARE France within 6 days (Feb 3 to 8, 2025) after the award of the contract. *Working day counts = 2 days.*
- 7) Data sets are to be submitted to CARE Laos within 7 days (Feb 9 to 15 2025) to after the award of the contract. *Working day counts = 0 day.*

*Note:* The consultant recruitment process will be completed within 3 weeks (Nov 25 to Dec 15, 2024)

## Expertise Required

**Areas of specialization:** Experience of program evaluation; civil society strengthening, gender issues, climate change and skills in policy influencing process.

For firms, the following shall also be required: Registration documents and the valid trading licenses /permit

### Team Leader

- Masters' degree with strong biases in climate change, natural resources governance, advocacy and gender.
- Demonstrated experience of leading and conducting evaluations (leading at least 1, conducting at least 3 assignments) related to resilience building and climate change and natural resources governance and advocacy and gender.
- Experience of at least 5 years working in climate change and natural resources governance and advocacy and gender in Laos.
- Experience in relation to similar assignments with clear references (names, phone contacts and email contacts).
- Experience and skills for writing effective reports.

### General

- A demonstrated high level of professionalism and ability to work independently and in compliance with deadlines.
- Strong interpersonal and communication skills.
- Excellent spoken and written English and Lao Language
- Good computer skills.

## Annexes:

### A. Annexes

The final baseline report should include at a minimum the following elements:

- Table of Contents
- Background/Program Description and Context
- Purpose and Expected Use of the Study
- Objectives of the Study
- Methodology (Including Sampling)
- Main Findings (including values for all outcome and impact level indicators)
- Recommendations
- Conclusion
- Annexes: (terms of reference for the baseline, timetable, survey instruments: questionnaire, interview guide (s), etc. as appropriate, sampling plan, and single frequency table for impact and outcome indicators mention in the log frame)

### How to apply

- If you are interested in this role, please submit your (1) CV, (2) cover letter, (3) two references, (4) proposed final evaluation study plan, and (5) cost quotation (daily rate) to: [Lao.contracts@care.org](mailto:Lao.contracts@care.org) by **08<sup>th</sup> December, 2024**, please include the text:

**“Application for SGTF Baseline”** in the subject of your email.

- For specific technical and more information, please contact Mr. Chasy Somwhang at [chasy.somwhang@care.org](mailto:chasy.somwhang@care.org). Mobile: +85620 9928 2552