

CARE Nepal  
Integrated Platform for Gender Based Violence Prevention  
and Response (Sambodhan) Project

Terms of Reference  
for  
Consulting Services for Social Norms Diagnostics

November, 2017

# Table of Contents

1. Project's Overview .....	1
2. Background of the Study .....	2
3. Objectives of the Study:.....	2
4. Proposed Methodology .....	2
5. Detail scope of the Services: .....	2
6. Deliverables and reports .....	3
7. Consultant's experience .....	4
Team Composition .....	5
8. Duration of Service.....	5
9. Client's Input to the Consultant.....	6
10. Method of Procurement.....	6
11. CARE Contact Person .....	<b>Error! Bookmark not defined.</b>
12. Account Details .....	<b>Error! Bookmark not defined.</b>

## 1. Project's Overview

The Integrated Platform for Gender Based Violence Prevention and Response in Nepal is a World Bank Group supported stand-alone project, implemented by the National Women's Commission (NWC) with the technical support of CARE Nepal. The project aims to raise awareness about and improve the response to widespread Gender-Based Violence (GBV).

The IPGBVPR project builds on lessons derived from the existing programs and implementation mechanisms in Nepal and seeks to fill critical gaps, with a focus on catalyzing the reach of ICT and social media to promote greater awareness about the epidemic of GBV among multiple stakeholders, facilitate a national conversation around changing social norms, and improve the quality and coordination of response services to survivors of GBV. The key focus of this project is to create a comprehensive response system to violence against women by improving access to existing services, and coordination mechanisms. This will be done by creating a 24-hour helpline (service referral) that brings together providers of support services to GBV survivors while keeping information confidential and adopting a do no harm approach for survivors. In addition, this program will provide technical support for institutional strengthening of the National Women Commission and bring together policymakers from diverse sectors to discuss ways to address GBV issues.

### 1.1 Project Goal

The Development objective of this project is to improve the response to Gender Based Violence in Nepal by improving the quality and reach of services for GBV survivors through a helpline, promoting greater awareness among key stakeholders and strengthening the capacity of National Women Commission (NWC).

### 1.2 Outcome Area of the Project

The following outcome level results and long-term measures of success are expected from the project.

- a. Enhanced efficiency and effectiveness of service delivery through helpline
- b. Enhanced capacity of NWC in addressing and advocating GBV issues
- c. Increased awareness of GBV and rights among people in project area.
- d. Enhanced gender equitable attitudes among people in project area and key stakeholders.

### 1.3 Target Groups

Beneficiaries of the project will primarily be women and girl survivors of sexual and gender based violence in Nepal and specifically in Kathmandu Valley (Kathmandu, Lalitpur and Bhaktapur) and Nuwakot. All four districts were hard-hit by the earthquake and have high prevalence of GBV. Since the Helpline is intended to provide support for all people experiencing GBV, the project will ensure that non-discriminatory services to men, boys and transgender people are provided. By-standers and those who wish to positively influence their own communities will also benefit through various project activities especially in prevention of GBV through the enhanced knowledge and collaboration in transforming gender stereotypes.

## 2. Background of the Study

IPGBVPR project seeks to reduce gender based violence specially violence against women and girls and improve people's behaviors related to these issues and engage in social norms that shape these behaviors. Though project's baseline has provided indicative understandings of these issues, a more thorough application of social norms framework is necessary to guide programming. Thus, application of social norm framework will help the program developers to identify the most effective points of entry for intervention. In this regard, this extensive social norms diagnostic has been proposed.

## 3. Objectives of the Study:

The objective of this study is to have in-depth understanding of social norms that shapes behavior related to intimate partner violence (IPV) and harassment in public spheres. In this regard, this study proposed to answer the following research questions:

- What norms drive intimate partner violence and harassment in public spheres in project areas?
- What are empirical expectations of these norms?
- What are normative expectations of these norms?
- What are the positive and negative sanctions related to these norms? How sensitive are the respondents towards these sanctions?
- Under what circumstances would it be ok for the respondents to break these norms (by acting positively)?
- How these norms can be addressed through program intervention?

## 4. Proposed Methodology

- Perception survey – individuals
- FGDs using vignettes with youths (16- 40 age group)
- Mobility mapping exercise in FGD groups.
- Gender Stereotypes Analysis exercise in FGD groups.

## 5. Detail scope of the Services:

The consultant will work in collaboration with the project team at NWC and CARE Nepal to undertake the following tasks:

- Carry out a literature review of social norm theory internationally and in context to Nepal. Carry out a desk review of relevant project documents agreed upon and made available prior to the implementation of the study.
- Develop an inception report, detailing the evaluation design, methodology, sampling design, work plan and budget to carry out the assignment in the target area.
- Organizing training for Enumerators and Field Supervisors on electronic data collection using tablets.
- Ensure all enumerators appear and pass ethics test.
- Managing the logistical and administrative aspects of the fieldwork.

- Co-ordinate collection of data, ensure data quality assurance in the field via spot checks and provide regular feedback to enumerators.
- Manage quantitative data collection electronically using tablets, data cleaning, and analyze and interpret the findings, working closely with project team.
- Third party firm is responsible to manage the devices for electronic data collection.
- Manage qualitative data entry into a suitable platform (such as Atlas.ti or NVivo or similar) for coding and analysis, and analyze and interpret the findings.
- Develop and submit the first draft of the report and organize a preliminary finding sharing with project team. The report should be comprehensive and provide detailed specific findings within each specific objective, providing key recommendations for implementation. It should combine findings from primary and secondary quantitative and qualitative data.
- Incorporate comments and submit a final report within five weeks after the end of the data collection in the field.
- The project has sole ownership of all final data and any findings shall only be shared or reproduced with the permission of NWC.

## 6. Deliverables and reports

4.1 Consulting firm is expected to produce following deliverables/outputs:

- Inception Report (with detail methodology, sampling strategy, data analysis plan etc.)
- Field movement plan for data collection
- Data collection report (daily updates)
- Complete, clean datasets (qualitative and quantitative)
- All analysis files, including output and syntax files for quantitative data, and original transcripts, coding structures, and coded data for qualitative data.
- Two hard and an electronic copy of draft report
- Two hard and an electronic copy of final report
- Presentation of findings

4.2 Consulting firm is expected to adhere to the following standard format to prepare report in each phase of evaluation:

- An executive summary presenting key findings.
- Methodology section detailing quantitative and qualitative methods and approaches implied for the study, sampling strategy, data collection procedure, data analysis, logic of coding structure used for qualitative data analysis, and any limitations to the validity of the findings.
- Recommendations for the proposed project approach, taking in consideration study findings, review of secondary data sources, policy analysis and promising practices in the field.
- The consultant should first submit the draft report in an electronic copy for review to project team. Project team will review it and provide comments/suggestions to the consultant team in an interaction meeting and through mails whatever applicable. The consultant will incorporate the comments/suggestions and submit the final version of the report electronically as well as in two hard copies.

#### 4.3 Special Consideration:

The diagnostics may elicit potentially sensitive information about people's attitude, belief and behavior. This raises a number of ethical as well as practical concerns, which will be the responsibility of the Consultant.

- All respondents need to be asked for their verbal consent to participate in the study before conducting the interview or discussion.
- Interviewers/facilitators must be able to assure the participants that their answers will be completely confidential.
- Interviewers must be able to assure participants that they will not be forced to answer any question.
- Interviewers must display high professional standards to ensure complete honesty and integrity during all aspects of data collection and data file management. It is essential to respect the dignity and confidentiality of the persons being interviewed.
- The Consultant will consider using more female interviewers, in order to encourage women and girls to participate more fully and to discuss issues more openly.
- All enumerators should pass the ethical test conducted by CARE in order to participate in diagnostics.

#### 7. Consultant's experience

- Strong experience (at least 10 years) with and knowledge of qualitative and quantitative research methods and sampling strategies.
- Proven experience in conducting surveys, qualitative data collection, and evaluations, preferably on gender equality, issues of gender based violence, gender norms, social norms, and people's perception, knowledge and practice.
- Experience in statistical analysis and strong proficiency with data analysis packages such as SPSS, as well as in transcribing and coding of qualitative data and use of analysis packages such as Atlas.ti or NVivo;
- Strong rapport with ministries, departments and district level line agencies and other organisations implementing program on Gender Equality and Social Inclusion (GESI) and Gender Base Violence (GBV) issues.
- Good understanding on Nepal's social, cultural fabric and issues.



## 9. Client's Input to the Consultant

- Avail resource materials related to the study.
- Avail tools (both quantitative & qualitative).
- Facilitate training to enumerators.
- Facilitate administrative support from local authorities during data collection.

## 10. Method of Procurement

An individual consultant and or a company can apply who deserve the ability to accomplish the task with good quality of works within the given timeframe. S/he must submit the updated CV elaborating academic qualification, work experience in the related field and major publications of the consultant applying for. The application shall contain following documents:

- A. Technical and financial proposal
  - a. Technical proposal- letter of interest, methodology and work plan, data quality control assurance, and timeline of detailed activities.
  - b. Financial Proposal- Detail budget breakdown
- B. Supporting documents
  - a. Relevant experience and references
  - b. CVs of workforce (Team Leader and Coordinator only)
  - c. A copy of company registration
  - d. VAT/PAN registration
  - e. A copy of tax clearance certificate
  - f. Audit Report
  - g. Any other relevant documents