

Terms of Reference

Short term support for field testing of research instruments and data collection on Disaster and Gender Justice Research

1. Background

CARE is an international humanitarian organization working in Nepal for the past 40 years on issues relating to improving the lives of the poorest and most vulnerable populations, especially women and girls, through programs in economic empowerment, gender based violence, natural resource management, livelihoods, maternal health, equity and social justice.

Currently, CARE Nepal is collaborating with the University of New South Wales (UNSW) in Australia on a research project that draws on the research expertise of the Faculty of Arts and Social Sciences (FASS) at the university and on the participatory development experience of CARE Nepal to investigate how disasters affect various populations differentially, and in particular, what measures can be undertaken to ensure social inclusion, including gender inclusion so as to enhance disaster justice in preparedness and recovery work. Taking two communities in Gorkha district, both of which are prone to disasters (and have been massively affected by the 2015 earthquakes), especially earthquake and landslides, this research will explore how existing social-cultural situations, social interactions, and local institutional framework shape preparedness and recovery capacity of marginalized groups and women. In the process, the study will also analyze the kinds of social interactions and institutional framework that are conducive to producing more disaster justice outcomes through qualitative research and case study approaches. The research will be conducted through a case study approach using interviews with women and men from disaster affected communities as well as service providers and other stakeholders involved in disaster management and disaster risk reduction.

The research instruments have been prepared and finalized by CARE in consultation with UNSW team. Field testing of the instruments needs to be done now to refine them before the full-fledged research data collection takes place.

2. Objectives

This assignment is being commissioned to support the following areas:

- Support the core research team in conducting field testing of the research instruments that consist of surveys and Focus Group Discussions.
- Assist in some portions of the data analysis in consultation with the lead researcher and other team members at CARE and UNSW as required.
- Work with the core team on refining the instruments based on field testing outcomes/experiences.

- Support the core research team in data collection following the refinement of the research instruments after field testing.
- Assist in some portions of the data analysis process in consultation with the lead researcher, research assistants and other team members at CARE and UNSW.
- Assist in preparation of data analysis briefs that contribute to the research reports.

3. Scope of work

Two (2) consultants will be commissioned for this assignment. They will work closely with teams from CARE Nepal and UNSW to undertake the following tasks:

- Participate in a half day orientation on the research process and roles prior to departing for the field testing work.
- Accompany research team to field testing sites and assist in field testing of the instruments.
- Document the process, experiences and outcomes of the field testing to inform any further refinement necessary.
- Assist in some portions of the data analysis process in consultation with the research team.
- Support the preparation of draft reports.

4. Qualification and Experience

- Advanced degree in social sciences relevant to the topic of the research project.
- At least 5 years' experience in research and data collection (qualitative and quantitative).
- Excellent command of written and spoken English and Nepali.
- Demonstrate strong interpersonal, communication skills, and ability to address difficult topics and situation.
- Registered in VAT or PAN

5. Proposed Time Frame

The consultancy services will be required for 90 working days between 15th September, 2018 and 31st December 2018.

6. Deliverables

1. Data entry forms and formats duly completed.
2. Field testing process documentation report.
3. Data analysis briefs that contribute to the report from field testing data collection.
4. Data analysis briefs that contribute to the research report following the full-fledged research.

7. Logistic Support

CARE Nepal will only provide consultancy fee as agreed. No further logistic support will be provided.

8. Terms of Payment

The Payment of the proposed assignment will be done on monthly basis with recommendation of Research Coordinator. The brief project progress report need to be submitted along for each payment along with request letter.

9. Selection Criteria

Technical: 75%

- Year of Experiences (10%)
- Experiences in working with local partners (5%)
- Experiences in research and field testing (25%)
- Experience in data analysis (30%)
- Experience in report preparation (10%)

Financial: 25%

10. Terms and Conditions

- CARE Nepal reserves the right to accept and reject any proposal without giving any verbal and or written rational
- All data and report produced during assignment will be treated as CARE Nepal property
- **CARE Nepal will deduct Tax and VAT at source according to the government policy**

11. Submission Process

The consultant is required to submit a brief proposal outlining methodology, detail budget and CV that clearly highlights his/her previous similar experience. Along with proposal, s/he should also submit a cost estimate as per table below.

SN	Description	Input	Unit	Unit Rate (NPR)	Amount	Remarks
1	Consultancy Fee	3	months			
	Sub Total					

	VAT (if applicable)		NPR		
	Grand Total		NPR		

In addition to the above, consultants applying to CARE for the first time should download and submit the “VENDOR SET UP FORM” under the “Opportunities” tab from CARE Nepal’s website (www.carenepal.org)

The proposal should be submitted in a separate sealed envelopes with the subject line “Consultancy service for field testing of research instruments and data collection on Disaster and Gender Justice Research” to the following address by or before 9 September 2018:

Procurement Department
 CARE Nepal
 SAMATA Bhawan
 Dhobighat, Lalitpur

12. Contact person

Yogesh Chapagain, Procurement Associate
 01-5522800
 Email: yogesh.chapagain@care.org