

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

### **Rapid Gender Analysis on Power and Participation (RGA-P) on Women Voice and leadership in Anticipatory Action Project- Rautahat and Bardiya districts of Nepal**

#### **1. Background**

CARE Nepal, established in 1978, is a leading international humanitarian agency dedicated to fighting poverty and social injustice, with a specific focus on empowering women and adolescent girls. Operating nationwide, it addresses systemic discrimination, disaster risk reduction, climate change, and women and girls led interventions.

The approach focuses on the diverse and distinct needs of women, girls, and marginalized and vulnerable populations during emergencies, while emphasizing that women should lead on issues that affect their lives by exercising leadership and raising their voices. Women's leadership must be recognized, and their voices must be heard and valued across the wider disaster risk and humanitarian spectrum.

In this context, CARE has developed the Women Lead in Emergencies (WLiE) model, which seeks to enhance women's voice, leadership, and collective action across all stages of the disaster cycle, including preparedness, response, and recovery. The model aims to strengthen women's meaningful participation and leadership in humanitarian action.

Despite these efforts, there remains limited context-specific evidence on women's participation and leadership in local decision-making processes before, during, and after humanitarian crises, particularly within Nepal's diverse socio-cultural settings

CARE Nepal plans to implement the Women Lead in Emergencies (WLiE) model, building on the ongoing Women's Voice and Leadership in Anticipatory Action project in Rautahat and Bardiya. The current project focuses on strengthening Community Disaster Management Committees (CDMCs), promoting women's leadership and voice in disaster preparedness and anticipatory actions, guided by CARE's Gender Equality Framework. It supports women's agency, strengthens links between households and formal disaster actors, and aims to transform community-level disaster governance with women leading anticipatory actions.

During implementation, CDMCs identified the need for stronger community-based support. As a result, women's groups will be formed in surrounding communities to engage more women, provide support to CDMC members, and undertake collective advocacy at the local level.

Rautahat and Bardiya are two of the most flood-prone districts in the Terai region of Nepal, facing recurring, severe disaster scenarios primarily driven by the monsoon. Both districts experience devastating floods that destroy infrastructure, displace thousands of residents, and halt economic activity, particularly in agricultural sectors.

A Rapid Gender Analysis on Power and Participation (RGA-P) is the first step of the Women Lead in Emergencies (WLiE) model. It integrates CARE's Rapid Gender Analysis framework with governance and power analysis tools. The RGA-P focuses on identifying barriers to and opportunities for women's equal participation and leadership in humanitarian decision-making processes.

The RGA-P will generate actionable evidence to inform programme design, implementation, and risk mitigation under the WLiE intervention, while also contributing to broader advocacy and influencing efforts.

This study will be conducted in two WLiE project districts: Rautahat (Madhesh Province) and Bardiya (Lumbini Province).

The implementation of the WLiE approach requires a Rapid Gender Analysis on Power and Participation (RGAP), and the team is seeking the services of a consultant for this work.

These terms of reference have been drawn up for this purpose.

### **Scope of the consultancy:**

The Rapid Gender Analysis on Power and Participation (RGAP) will be developed using a variety of primary and secondary information to understand gender roles and relationships, particularly the realities for women and girls, thereby providing answers to the following questions:

- Where, how and by whom are decisions made regarding access to and distribution of rights, resources and assistance to communities affected by the crisis? Governance and decision-making structures (formal and informal) relevant to communities' access to assistance and rights-related services.
- Are women currently involved in local decision-making and humanitarian action, or do they play a leading role, and in what way?
- What are the main obstacles to women's participation? Obstacles to women's participation in public and humanitarian institutions and decision-making processes (before, during and after the crisis).
- What are the possible entry points (for the women voice and leadership in Anticipatory action project) to increase women's participation and leadership? Concrete opportunities to increase women's meaningful participation.
- What are the potential risks of harm associated with women voice and leadership in Anticipatory action project activities and how can they be mitigated? Potential risks associated with activities that support increased participation and leadership of women in public decision-making and how they can be mitigated.

The consultant will be required to collect information using CARE's RGA-P toolkit (CARE will share the methodology), through secondary data review, focus group discussions with women and men, interviews with key community stakeholders, community resource and decision-making mapping, systematization of primary and secondary information, analysis of the data collected, and presentation of a final document. The information collected will need to be organized into matrices that take these categories of analysis into account.

In addition, the result will provide essential information on the power roles, participation and responsibilities of men and women, which is necessary for the women voice and leadership in AA project teams, for the design of project activities and materials, as well as to guide women's groups in their activities and inform risk mitigation plans.

The consultancy will be spread over 35 days and carried out in 25 days from 27 Feb 2025. The proposal submitted for the consultancy must cover all expenses necessary for the execution of the consultancy.

### **Purpose of the Study:**

The primary purpose of the RGA-P is to generate practical, context-specific insights that project teams can use to design and implement activities with women's groups and other community stakeholders. The analysis will support CARE and partner staff to strengthen women's participation and leadership in humanitarian decision-making processes.

**General objective:** Using the Women Lead in Emergencies RGA-P toolkit, collect secondary and primary data, systematize and analyze information (primary and secondary) related to the identification of key elements on gender and governance, and construct the final product of the rapid gender analysis on power and participation.

### **Specific objectives:**

- Develop (a) a RGA-P research plan, and (b) a primary data collection plan - using RGA-P toolkit templates shared by CARE,
- Conduct a review of relevant secondary literature using the guidance and methodological notes in the RGA-P toolkit to identify key elements on gender and governance in the geographical areas mentioned in these terms of reference.
- Lead primary data collection in **eight focused communities, five in Rautahat – Rajdevi Durga Bhagawati and three in Bardiya- Geruwa and Rajapur.**
- Code and analyze the primary and secondary data and information according to the categories provided. The systematization will include all primary information obtained through focus groups and interviews with participants, as well as secondary information obtained through consultancy.
- Develop and present the final RGA-P report, with separate analysis for individual districts.

### **Scope of work:**

The consultancy will take into account CARE's Women Lead in Emergencies Toolkit for Rapid Gender Analysis on Power and Participation and adapt methodologies deemed appropriate for the fieldwork.

- Participate in the induction/virtual orientation and socialization workshop on the RGA-P toolkit organized by the CARE team.
- Develop a timeline, work plan and methodology for data collection, systematization and analysis of primary and secondary information.
- Conduct a review of relevant secondary literature on gender and governance in the project's geographical areas using guidance and the methodological notes of the RGA-P toolkit, including an intersectional approach
- Adapt RGA-P primary data collection tools and use to collect primary data with eight focused communities in Rautahat and Bardiya.
- Code the primary and secondary information in matrices according to RGA-P categories (RGA-P templates available for this if consultant chooses to use)
- Analyze and process the primary and secondary information collected and write up findings.
- Share preliminary findings with CARE for review and feedback
- Participate in between the consultant and CARE as agreed during the consultancy.
- The sample size for the quantitative survey should be 200 max.

These activities will need to be developed in coordination with CARE Nepal's WLiE focal and other assigned team along with senior gender advisor of CARE International United Kingdom (CIUK) team.

**Deliverables:**

- **Inception Report:** A comprehensive report including finalized methodology, tools, and a detailed work plan.
- **Clean datasets:** All raw and clean datasets (in SPSS, Excel, or similar format), along with any analysis syntax.

- **Draft RGA-P report:** A complete draft report for review by CARE Nepal
- **Four-pager brief:** A succinct and informative four pager brief highlighting major analysis and findings of RGA-P.
- **Presentation:** A PowerPoint presentation of key processes and findings

**The final RGA-P report, maximum 40 pages, which must include the following elements**

- An executive summary
- Context analysis
- Analysis of the demographic profile of researched communities
- Methodology
- Governance, decision-making and accountability structures in the project's geographical areas.
- Barriers to women's participation and leadership in decision-making in project's geographical areas.
- Promising entry points for increasing women's participation and leadership in the project's geographical areas.
- Potential risks of Women Voice and leadership in AA project activities in the project's geographical areas.
- Conclusion based on the findings

**Contract Supervisor:**

The monitoring and follow-up of activities to be developed within the framework of the consultancy will be the responsibility of CARE Nepal GBV and GBViE Manager and technical guidance will be provided by the Senior Gender Advisor of CIUK. The consultant will be required to coordinate continuously with the persons designated by CARE Nepal.

**Location of consultancy:** The legal entity or individual hired will be responsible for supervising data collection in Nepal, specifically in the project areas of the Women's Voice and Leadership in Anticipatory Action project. This includes selected wards of Rajdevi and Durga Bhagawati Municipalities in Rautahat District, and Geruwa and Rajapur Municipalities

in Bardiya District. The selected legal entity, forms or individual must carry out the assignment in close coordination with the CARE Nepal team and the Women's Voice and Leadership in Anticipatory Action project team.

**Duration of the consultancy:** The duration of the consultancy is 25 days and will be carried out between 25 Feb and first week of 26 March 2026.

**Type of contract:** Consultancy contract for the provision of services.

### **Professional Qualifications and Expertise**

The consultant must meet the following qualification criteria:

- An advanced degree in Gender Studies, Social Sciences, Development Studies, or a related field.
- Proven experience in gender analysis, power analysis, and/or governance studies in humanitarian and development contexts.
- Familiar with different CARE's Gender tools such as Rapid Gender Analysis, SAA, Gender Brief, Gender Marker etc
- Strong understanding of women's leadership and participation, as well as gender-based violence (GBV) risk mitigation.
- Experience working in Nepal, preferably in Madhesh and Lumbini Provinces.
- Excellent qualitative research and report-writing skills.
- At least 5–7 years of demonstrable experience in gender programming, ideally with a focus on gender and governance, women's participation and leadership analysis, assessment of the needs of vulnerable populations, human rights-based approaches, GBV prevention and mitigation, and disaster-related contexts.
- Experience in the design and implementation of social development projects targeting the poorest, most vulnerable, and marginalized populations, including the promotion and protection of human rights and the empowerment of women and girls.

- Demonstrated experience in data collection, systematization, and analysis, as well as in the development and implementation of qualitative research methodologies and report production.
- Experience in humanitarian monitoring, follow-up, and reporting.
- Regional and local presence to support data collection and systematization.
- Advanced proficiency in speaking and understanding local languages, including Tharu and Maithili/Bajjika, with research experience in the Terai region.

### **Copyright**

All products and results of this consultancy are the property of CARE and may not be used by any other person or organization without the express written authorization of CARE.

### **Confidentiality / non-disclosure**

All information obtained by the consultant in connection with CARE's working practices must be treated as confidential and must not be disclosed to any individual who is not directly involved in preparing this proposal. Any discussion of CARE's business practices by the consultant may be grounds for disqualification. CARE reserves the right, at its discretion, to request the consultant to sign a non-disclosure agreement.

Conversely, CARE agrees that all information received in response to this request for proposals will be kept strictly confidential and will not be disclosed to any third party, except those directly responsible for evaluating the proposals, without the express consent of the consultant.

All information contained in this call for tenders is confidential and must not be disclosed or used for any purpose other than responding to this call.

### **Ethical Considerations**

The consultant must adhere to CARE's ethical research standards, including:

- Ensuring informed consent and voluntary participation.



- Maintaining confidentiality and data protection.
- Demonstrating sensitivity to power dynamics and potential risks to participants, particularly women and marginalized groups.

### **Protection from Sexual harassment, exploitation and abuse**

CARE does not tolerate any activity that may constitute or lead to the sexual exploitation or abuse of vulnerable adults or children who CARE supports in the course of its work. In the event that the consultant's work under these terms of reference involves interaction with CARE programme participants, the consultant agrees to comply with CARE International's Safeguarding Policy: Protection from Sexual Harassment, Exploitation and Abuse of Children as well as other policies that form an integral part of the Consultancy Agreement (e.g., those related to the prevention of fraud, corruption, conflict of interest, among others).

### **Proposal submission:**

Interested parties who meet the requirements must send their technical and financial proposals (both documents in a single PDF file) to the following email address: [NPL.CareNepal@care.org](mailto:NPL.CareNepal@care.org) indicating in the subject line: "*Consultancy RGA-P*". The deadline for submitting proposals is 18 Feb, 2026.

**Payment schedule:** Payments will be made based on the completion and approval of deliverables:

- 40% of the contract value after approval of the Inception report.
- 60% of the contract value after approval of the Final Manual.

### **Financial**

- Proposed budget with detailed breakdown (with all applicable taxes).

### **Required Documents**

- Technical and financial proposals separately.
- Sample of similar work done previously.

- CV(s) of the Consultant/Team with full date of birth in DD/MM/YYYY format. The date of birth is required for vetting purposes.
- For firms: Copies of- Firm registration certificate, VAT registration certificate, latest tax clearance certificate. For firms that are tax exempted by the government, a copy of the tax exemption certificate should be submitted.
- If any documents/information is not available or not applicable, the reason(s) must be clarified in the proposal form. CARE Nepal will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.

**Note:** The project will likely require ground level information; therefore, the consultant/consultancy will have to manage all transportation/accommodation is required. So, this detail to be submitted with a financial proposal.

**Annex: Selection criteria:**

| CRITERIA |                                                                                                                                                                                                                                                                                                       | SCORE |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1        | <b>Understanding and interpretation of the Terms of reference:</b><br>Including: i) Methodology for systematizing and analyzing primary and secondary information, ii) Timetable and work plan, iii) Gender sensitivity,                                                                              | 30%   |
| 2        | Team composition                                                                                                                                                                                                                                                                                      | 10%   |
| 3.       | <b>Personnel/team Capacity Statement relevant experience related to the assignment :</b><br>1.Demonstrable experience in gender mainstreaming, assessing the needs of vulnerable populations, knowledge of human rights, prevention and consideration of gender-based violence and humanitarian work. | 30%   |

|   |                                                                                                                                                                                                                                                                       |             |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|   | 2. Demonstrable experience in data collection, systematization and analysis, development and implementation of research methodologies, and report writing.<br>3. Experience in humanitarian monitoring and reporting.<br>4. Experience and familiar with Gender tools |             |
| 4 | Financial proposal                                                                                                                                                                                                                                                    | 30%         |
|   | <b>TOTAL SCORE</b>                                                                                                                                                                                                                                                    | <b>100%</b> |

**Note: Only proposals that secure a minimum of 70% in the technical score will be considered for the second round of evaluation, i.e., for the financial evaluation.**

**Deadline:**

CARE Nepal will select the best technical and financial proposal from among those received. The schedule for selecting and qualifying proposals is as follows:

|                                                                       |                |
|-----------------------------------------------------------------------|----------------|
| Publication of the approved terms of reference                        | 11th Feb, 2026 |
| Deadline for submission of proposals - closing date.                  | 18th Feb, 2026 |
| Starting date of Assignment                                           | 25th Feb, 2026 |
| Submission of Inception report including collection of secondary data | 3rd Mar, 2026  |
| Completion of consultancy and submission of final report.             | 30th Mar 2026  |

Note: Field visit needs to be planned after election.