

TERMS OF REFERENCE

Title: Consultant for Assessment of gender responsive business

Timeline: Intermittent during May- July and in Nov - Dec 2021



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.

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit www.care.org.vn.

Background

Our vision to 2030 confirms that CARE will contribute to lasting impact at scale in poverty eradication and social justice, in support of the Sustainable Development Goals (SDGs). Gender equality (SDG 5) sits at the heart of our programmatic ambitions and radiates through all of our work.

To gain such vision, CARE in Vietnam (CVN) has cooperated with different stakeholders who shared similar values and approach. Among those active institutions in Vietnam for gender equality and women empowerment, a development program initiated by Australia Aid named GREAT (*Gender Responsiveness Equitable Agriculture and Tourist*) is reliable and well known for their approach. GREAT has their own Gender Equality and Social Inclusion (GESI) program that uses WEE framework which follow **Reach-Benefits-Empowerment domain**. All partners under program should implement their intervention in contribution to the changes at different domains under the framework¹.

CVN has cooperated with GREAT to promote application of WEE framework under its GESI plan. CVN responsibility is to help GREAT's business partners to improve gender integration into their business so that their intervention program to gain better results in women empowerment that contribute to GREAT's GESI plan 2020-2021.

Almost all business partners under this program are agriculture businesses, varying in size from very small cooperatives to large factories situated in Son La and Lao Cai provinces of Vietnam. They all work with local farmers and other stakeholders in different value chains.

CVN will work directly with 3 business partners and with other 3 other businesses through Helvetas and SNV support in a process. ***The main outcome of this process is to establish gender responsive business model that might draw lessons learnt for similar business.*** The process will include following activities:

1. Gender audit of the business (six businesses)

¹ Detail information about the program and its GESI plan will be shared by GREAT

2. Development of the gender responsive plan for specific business including necessary capacity building
3. Development of monitoring plan
4. Mentoring businesses to implement the gender responsive business plan
5. Doing assessment on the feasibility and application of the gender responsive business model

CVN is seeking a gender expert to team up with CVN gender and research team in doing the task 1 and 5 above.

Gender audit (Task 1) for business aims at examining the level of gender responsiveness in the business policies and practices. Results of this audit will be used to develop gender responsive business model that fit with a specific situation of each business. The audit will focus on:

- Understanding of gender awareness of business leaders, managers at different levels, their employees and other stakeholders in their value chain including customers, farmer families, farmer groups and others.
- Analysing the level of gender responsiveness in the business' policies and regulations.
- Finding out any gaps in the business practices (including enterprises' policies, business operation, business interactions with farmers, production groups and other stakeholders) with standards of a gender responsive business.

Assessment on the feasibility and application of the gender responsive business model (Task 5):

The assessment aims at discovering any benefit that businesses might get after implementing their gender responsive business plan. It is also for the documentation of lessons learnt on the process of establishing gender responsive business for future application. The assessment aims at gathering evidences of changes at different stages of implementation so that it will be a process. It is expected to go through 3 stages: before during and after the implementation. The first stage might be in line with the gender audit or part of gender audit.

The assessment is conducted to find out:

- Perception of business on gender responsive business?
- Motivation of business to apply a gender responsive business model?
- Benefits for business to implement a gender responsive model?
- Factors to promote or to prevent business to do gender responsive business model?
- Effective process to work with business to promote a gender responsive approach

Key objective of the consultancy

The consultant is expected to work in collaboration with the CVN team to:

1. Design the assessment of gender responsive business model
2. Write the assessment report

Scope of Responsibility:

The Gender Consultant will:

- Develop and finalize the assessment framework with CVN (including objectives, main research questions, research subjective, research process)
- Develop assessment tools
- Develop Data analysis guidelines
- Write the Assessment report

CVN staff will:

- Provide inputs on the assessment framework

- Provide inputs on assessment tools
- Undertake data collection and analysis

Deliverables

- Written inputs for the audit framework
- A complete assessment framework
- A set of assessment tools
- Complete data analysis guidelines
- Final assessment report

Timeline & division of responsibilities

Activity	Timeline	Days of work
Develop and finalize the assessment framework	February - March 2021	3
Develop assessment tools	February - March 2021	2
Develop analysis guidelines	March, July, November 2021	1
Write the Assessment report	November 2021	6
Total		12

Selection criteria

- Good professional profile on gender
- Experiences working in development countries.
- Strong experiences working with business on gender integration or promotion
- Proven experiences on gender audit and assessment of gender integration in businesses.
- Proven experiences in agricultural sector, farming product value chain

Please send your CV and technical proposal cover two to three pages outline the assessment protocol focusing on the approach and methodology to do the assessment.

Address to send your application: procurement1@care.org.vn

Deadline for application: April 22nd, 2021.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

“Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager.”

Prepared by:

Reviewed by:

Approved by: