



7 December 2018

REQUEST FOR PROPOSAL (RFP)
INDIVIDUAL/FIRM/INSTITUTION/ORGANIZATION
Consultancy on Baseline Survey

To whom it may concern:

We kindly request you to submit your Proposal for providing Consultancy on Baseline Survey collection for the “*Commune Level Organized Service and Engagement Gender Advancement Project-CLOSE-GAP*”.

Please be guided by the form attached hereto as Terms of Reference (TOR), in preparing your Proposals.

Proposals, **comprising of technical proposal and financial proposal in separate sealed envelopes**, must be submitted to below address **no later than 25th December 2018 by 17:30 p.m., Cambodian Time**. Late proposal submission will be rejected unopened.

Proposal submitted via e-mail and not separate technical proposal from financial proposal will not be accepted and considered. Your Proposal must be expressed in English and valid for a minimum period of 30 days.

SILAKA Organization

House 139, Street 53 BT, Sangkat Boeung Tom Pon, Khan Meanchey, Phnom Penh, Cambodia.

P.O Box 821, CCC Box 392

Tel: (855) 23 217 872 / (855) 23 210 902 / (855) 23 213 108

E-mail: phanimi@silaka.org/reaseys@silaka.org



TERMS OF REFERENCE

Professional Service

1. Consultancy Brief

Assignment Title:	Consultancy on Baseline Survey for “ <i>Commune Level Organized Service and Gender Advancement Project-CLOSE-GAP</i> ”.
Assignment Location:	50 Communes, 10 districts in 5 provinces including Kandal, Tbong Khmum, Kampong Thom, Kampong Chhnang, and Stung Treng, in Cambodia.
Assignment Duration:	25 working days
Budget Size:	Up to USD 7,000 including withholding tax

2. Background and Project Description

In Cambodia, women and youth represent over 50% of the total population which is likely to be more vibrant, tolerant and economically prosperous; but their representation in decision making position both at the national and local level is significantly low. In 2004, Commune Committee for Women and Children (CCWC) was established as an official sub-committee, with major roles to recommend, advocate, coordinate, monitor and report to ensure that all vulnerable population, particularly women and children receive appropriate, relevant, and inclusive social supports and services. However, up to the end of the 3rd mandate in 2016, CCWC was unable to perform their mandates to effectively and efficiently address the needs of their constituents.

SILAKA, incorporated as a non-political, non-sectarian local Cambodian NGO in January 1997 registered with the Ministry of Interior, has been coordinating the joint intervention programs to increasing number of women in decision making, politics and leadership positions. As the result, the project contributed to increase the number of women elected at the Commune/Sangkat from the national average of 6% in 2002 to 17.78% in 2012, and 23% in the targeted 75 Communes/Sangkat. Furthermore, SILAKA has extensive experiences and expertise in advocacy, research analysis such as mobilizing and coordinating networks/NGOs, especially women organizations to produce joint statements and policy research on inequality of women participation in politics outlining women emerging issues in all areas.

SILAKA, under funding support from USAID, is implementing a 28-month project “*Commune Level Organized Service and Engagement Gender Advancement Project-CLOSE-GAP*” from 1st August 2018 to 31 November 2020, with the ultimate goal of the project is to promote gender equality in decision making at sub-national level by focusing on the commune level in five provinces (Kandal, Tbong Khmum, Kampong Thom, Kampong Chhnang, and Stung Treng) in Cambodia.



The specific objectives of the project are:

1. To strengthen capacity of Commune Committee for Women and Children, CCWC, and youth groups to take leadership steps to advocate for their respective communities, particularly women and girls;
2. To strengthen networking and linkages of women in bringing the women's voice to be heard by policy makers and leaders of technical departments and ministries at the local, national and regional level;
3. To provide strategic and objective data for the implementation of the decentralization policy and guidance for other development partners and women activists to advocate for policy change at the national and sub-national level.

Target Groups

The project will be implemented in 50 communes, 10 districts in 5 provinces including: Kandal, Tbong Khmum, Kampong Thom, Kampong Chhnang, and Stung Treng provinces.

a) Direct beneficiaries:

- 75 Youth/young women including:
 - o Civil office and techno-bureaucrats at sub-national level (Department of Health, Department of Education Youth and Sports, Police Office, Department of Women's Affairs and Department of Social Affairs). Three youth (2 females) will be recruited from each department in the five targeted provinces;
 - o 50 youth/young women from provincial universities and young women activists.
 - o 10 young women and youth will be recruited per targeted province;
- 200 Commune/Sangkat Chiefs targeted female elected councillors and Commune/Sangkat clerks in the 50 communes; and
- 15 staff of local NGOs/Associations

b) Indirect beneficiaries

- *Sub-national level:*
 - o 15 women leaders at provincial level and 30 women leaders at district level
 - o Provincial and district administrators
 - o 400 Women Survivors of Violence against women and girls
 - o 14,000 General citizens, including those who will be reached out by social media
- *National level:*
 - o Women CSOs networks and alliances;
 - o Technical Working Group on Gender of the Ministry of Women's Affairs;
 - o National Committee for Sub-National Democratic Development Secretariat (NCCDDs);
 - o Cambodian National Committee for Women (CNCW).



3. Objectives of the Assignment:

To complement and strengthen the Monitoring, Evaluation and Learning (MEL) plan, SILAKA CLOSE-GAP is seeking to hire a consultant to carry out a baseline survey. The objective is to gather relevant baseline data for key project indicators:

- To assess knowledge, perception and attitude of the community and male counterparts over the leadership competence of women, targeting young women and youth at the workplace by male counterparts and at the community;
- To assess the functionality and coordination of multi-sectors at the national and sub-national for the increase access to program and service as well as financial and coordinated technical supports to Commune Committee for Women and Children (CCWC) in implementing its mandates;
- To assess the capacity to access to social supports and services including but not limited to (i) Violence against women (VAW); (ii) access to resource; (iii) access to social safety-net (food security and nutrition, personal safety, health); (iv) migration and trafficking; (v) access to justice; and
- To assess the engagement of youth/young women from civil offices at the sub-national level, communities and universities in the program move to take leadership actions in local administration and local political debate.

4. Baseline Data to be documented

The following baseline data on key project indicators (please see **Annex 1: CLOSE-GAP Milestone**) will be collected, stored and analyzed to be measured over the course of the project. The data collected will be both qualitative and quantitative in nature, and will be from the targeted technical departments at the sub-national and from the control groups in the five provinces. The term and references to the assignment will be widely consulted with key stakeholders.

The data will be collected on:

- Sex segregation data of civil servants at the 5 targeted technical departments and key decision makers in the 10 districts in 5 provinces;
- Survey the local universities on sex segregation of 3rd year students in the 5 provinces and the local faculties of the universities;
- Survey the local businesses of potential young women interested to join in the local private sectors;
- Data from the targeted 50 communes of the level of functioning of the CCWC.
- Knowledge, skills, and their vision to the future of the selected young women and men for the control groups destined to be in the program; these individuals will also be assessed not to only include on their knowledge and skills on leadership, basic legal term, decentralization policy and plan, gender policy and plan, and gender & politics and SDG.



5. Deliverables

The following deliverables are expected:

No.	Deliverables/Outputs	Estimated Works day	Deadline
1	Output 1: Tools and methodology of the baseline survey	5 days	14 December 2018
2	Output 2: Data collection, entry and validation for the first draft report and recommendations	15 days	28 December 2019
3	Output 3: Submission of final baseline survey report	5 days	4 January 2019

6. Scope of Work

The timeframe is for 25 working days spreading over a period from December 2018 to January 2019. A more detailed work plan of the assignment will be further elaborated in collaboration with SILAKA focal team once the Service Provider is selected.

The contractor will undertake the following task:

- Developing tools, methodology and survey plan: The contractor will submit the draft survey design and methodology (targeted respondents and sampling, data collection method and consolidation) and questionnaires for data collection to be reviewed by SILAKA's Program and Development Director with CLOSE-GAP Project Manager and approved SILAKA's Executive Director prior to data collection;
- Conducting survey following the work plan with target groups in the target areas. The consultant is requested to provide data collection schedule as well as interviewee lists to SILAKA's Program and Development Director with CLOSE-GAP Project Manager so that they will perform follow-up activities accordingly during the data collection from secondary and primary sources;
- consolidating the surveyed data, validating, presenting and producing analytical recommendations that drive the strategic direction and engagement of the project to the target beneficiary;
- Preparing the draft baseline data report in English and submit the draft report with at least two photos and quotes (case studies) related to findings; to SILAKA. The consultant must send the draft report to be reviewed SILAKA's Program and Development Director with CLOSE-GAP Project Manager and approved SILAKA's Executive Director.
- Submitting final signed report to CLOSE-GAP project.



7. Institutional Arrangement

The Service Provider will be directly accountable to SILAKA represented by the Program and Development Director with CLOSE-GAP Project Manager and SILAKA's Executive Director CLOSE-GAP. The deliverables will be reviewed by SILAKA's Program and Development Director with CLOSE-GAP Project Manager and approved SILAKA's Executive Director and revert the feedbacks within five working days after each draft is submitted. The SILAKA's Executive Director will then approve on each deliverable (to release the payment) based on confirmation of satisfactory outputs from the CLOSE-GAP Project Coordinator.

8. Qualifications of the Successful Contractor at Various Levels

Qualified contractors are expected to:

- Individual or organization with at least five years of experiences in electoral reforms, producing high quality analytical research/assessment and providing technical advice or consulting services on local governance, gender and decentralization, institutional strengthening, institutional advocacy, capacity development and civil service training.
- Advanced University Degree (Bachelor or Master) in public administration, political science, social studies, Gender, development studies, pedagogy, law, human rights or other relevant field,
- Minimum of five years of relevant experience in gender sensation and women and youth empowerment in decision making and leadership position;
- Demonstrable expertise on Cambodian Women machinery at the national and sub-national levels and governance system as well as decentralization model;
- Track record in developing and conducting various types of evaluation including qualitative and quantitative data collection using participatory methodologies, preferably baseline survey;
- Experience in managing and coordinating evaluation/research exercises, delivering agreed outputs on time and on budget;
- Ability to work with communities in relevant local languages would be an advantage
- Strong quantitative data entry and analysis skills and previous experience using statistical analysis software
- Ability to respond to comments and questions in a timely, and appropriate manner
- Fluency in English, preferably Khmer speaking, excellent oral, written, communication and reporting skills.

9. Bid Price and Schedule of Payments

The Service Provider shall submit in the proposal on the preferred payment schedule for the work assigned.



The contractor fee will be paid as a lump sum amount (all-inclusive of expenses related to the assignment including travels inside and outside the duty station and any tax obligations).

10. Recommended Presentation of Proposal

The bidder shall structure the technical part of its Proposal according to the format proposed in this ToR, as follows.

- a) **Expertise of firm/organization submitting proposal:** This section should describe the organizational unit that will be responsible for the contract, and the general management approach towards this project. This should fully explain the Bidder's resources in terms of personnel and other resources necessary for achieving project results. This section should also provide orientation to the organization/firm including the year and state/country of incorporation and a brief description of the Bidder's present activities (focusing on services related to the Proposal). The Bidder should describe its experience in similar projects.
- b) **Proposed methodology and detailed schedule:** This section should demonstrate the Bidder's responsiveness to the scope of requirement by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.
- c) **Personnel:** CVs for team members should be attached.